

Oaklands Community Centre

Facility Programming Study

Final
2025-10-10





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1.0 Introduction and Summaries

1.1 Introduction and Purpose

The Oaklands Community Association (OCA) is in the early stages of considerations to expand and or replace its existing community centre located at 2827 Belmont Ave, Victoria BC. Expanding the Oakland Community Association's (OCA) facilities and or developing a larger, multipurpose, public facility has been a long-range goal for the OCA for many years. The OCA has utilized the existing OCA space, local church buildings, and School District (SD) 61 buildings to provide functions that may be relocated to a new purpose-built facility.

This space needs and space planning study envisions and evaluates the feasibility of expanding and or creating a fully new community centre for the OCA and develops a facility program that will satisfy the OCA's needs today and in the future.

The space needs and space planning study answers basic questions about the proposed facility so that the OCA can pursue later stages of the project development process.

- *What additional functions should the facility provide compared to the OCA's current facilities?*

- *What are possible synergistic OCA programs that can be combined to make the space planning more efficient?*
- *What are the site size and site access requirements for the prescribed programs?*
- *What opportunities for other programming may make the project more economically viable?*
- *For fundraising initiatives, what budget should be considered for the project design phases?*
- *For fundraising initiatives, what are likely construction costs to consider (Class E)?*

1.2 Vision for the Oaklands Community Centre

The OCA's current overall vision is as follows:

"The Oaklands Community Association's vision is to provide a welcoming, engaging, sustainable community where all members can live, learn and thrive."

The following summarizes the results of a vision session for the Programming Study conducted with the leadership of OCA:



- Planning will build on the varied demographics and proactive nature of the Oaklands community and its investment in the Community Association.
- Planning will preserve and enhance OCA's connection to the community by providing a welcoming and safe environment. It will enable OCA to continue to provide responsive, quality services and programs that serve all age groups and that minimize the time between program conception and implementation.
- Planning will address the challenges of funding inherent with a non-profit organization by bringing together OCA's spaces to better enable the planning, management and delivery of its services. To support the capital costs of the project, planning will review and capitalize on opportunities for a comprehensive development that contributes to funding the facility.
- Building on the collective knowledge of staff, planning will support the retention of management and staff, and foster volunteerism at the program, service and Board level.
- Looking to the future, planning will consider programming for youth and older adults, food security, mental health, and general community gathering and events. Other priorities include providing a greater variety of sports and recreation offerings and making the best use of outdoor

areas, such as providing covered outdoor areas to extend their usefulness.

- OCA will continue fostering outstanding relationships with long term staff and volunteers, and with members of the community, who will continue to see the organization and its facilities as their own.

1.3 Description of the Work Performed

The project was initiated with a meeting on November 14th, 2023, to discuss goals for the project, the project workplan and project protocols.

Through the end of November and early December, RPG collected information related to OCA and the City of Victoria and on December 5th, RPG toured OCA facilities, both leased and owned.

On January 8th, 2024, RPG conducted a visioning session (virtually) with OCA leadership.

On February 12th, and February 29th, RPG met with members of OCA staff to discuss space needs and to review draft program information; on March 7th a draft of Sections 1 and 2 were submitted for review.

On April 1st, after review by the full steering committee, RPG received comments on the first draft.



RPG investigated opportunities to support findings of the space list through April and submitted a revised draft on May 10th.

The Final Draft was submitted on January 31st, 2025.

The Final version of the document was submitted on February 21st, 2024.

Additional comments from the City were addressed by RPG and the Final document was reissued on August 28th, 2025.

1.4 Summaries

1.4.1 Staffing Summary

The following table identifies existing staffing and projects future staffing in the next 20 years. Most of the staffing increase is related to the expansion of child care facilities. While the growth of staffing, at approximately 72%, is significant over the next 20 years, this is equal to an average of 3.6% per year.

Component	Existing FTE (2024)	Headcount	Future FTE (2044)	Headcount
1. Main Entrance, Foyer, and Reception	2.0	2	3.0	4
2. Child Care	13.0	13	24.0	24
3. Multipurpose Areas	-	2	-	5
4. Staff Offices	3.0	4	4.0	5
5. Back of House	-	-	-	-
Total	18.0	21	31.0	38

1.4.2 Area Requirements Summary

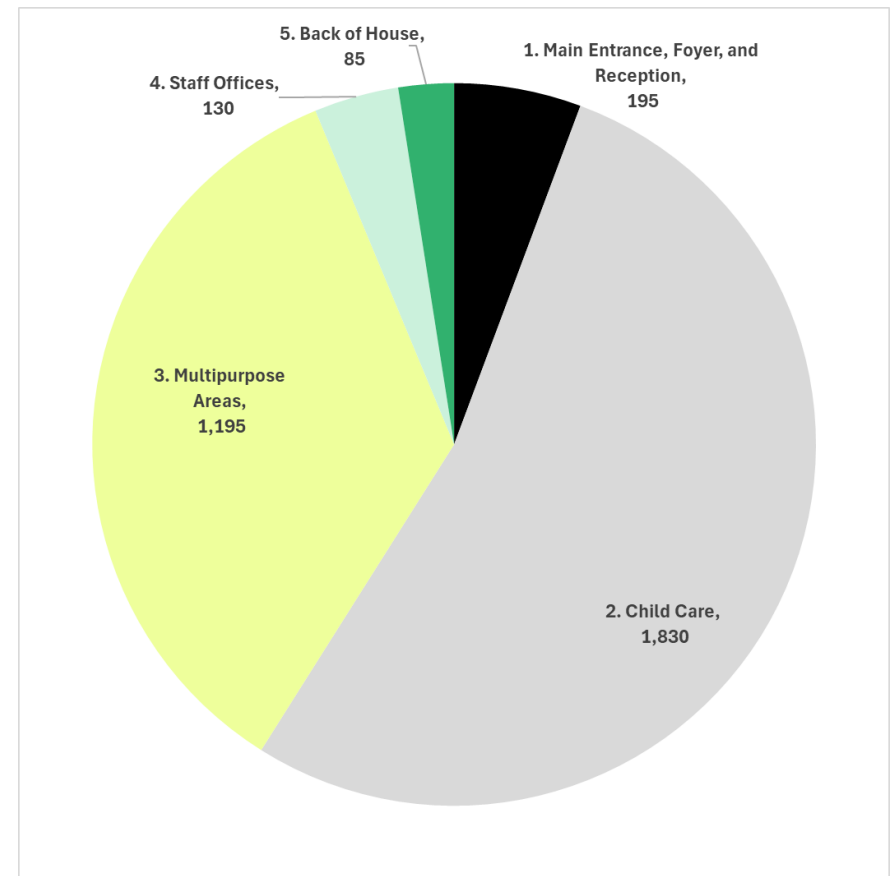
The following table identifies programmed (future) net and component gross areas and compares this to the existing spaces. Note that the Program includes four different space types that are currently accommodated at OCA's Centre facility.

Future programmed area is approximately two times the existing area. Child care facilities expand by approximately 32% and Centre functions expand by over 400%. The expansion in child care area is attributed to the meeting of the new Ministry guidelines for child care design and the supporting of current waitlists for children accessing child care. In terms of expanded area for Centre functions, this increased area accommodates community demand for programs not fully met by current facilities as well as providing the space, such as a Gymnasium, Community Kitchen, and Studio, to support a variety of future programs.



Component	Future Net Area (nsm)	Future Component Gross Area (cgsm)	Existing Component Gross Area (cgsm)
1. Main Entrance, Foyer, and Reception	163.0	195	1,386 366.9
2. Child Care	1,462.5	1,830	
3. Multipurpose Areas	955.7	1,195	
4. Staff Offices	92.9	130	
5. Back of House	66.0	85	
Total	2,740.1	3,435	1,752.9
Building Grossing Factor		1.17	
Total Building Area		4,030	NA
6. Outdoor Areas		1,389	
Total Area		5,419	NA

The following chart indicates the relative size of each component in terms of Component Gross Square Metres.



2.0 Community and Association Profile

2.1 Oaklands Neighbourhood

Oaklands, on the unceded ancestral territories of the Songhees and Esquimalt First Nations, is one of 12 neighbourhoods that make up Victoria, BC. It is located in the northeast corner of Victoria and is bounded by North Dairy Road along its north side, Shelbourne Street to the east, Haultain Street to the south, and Cook Street to the west. The District of Saanich is adjacent, on Oakland's north and east boarder. Oaklands has an area of 175 hectares (430 acres) and a population in 2021 of 7,585 people (+6.5% from 2016 Census). The majority of people were 15 to 64 years of age, with an average age of 48 years. The average household size was two, and the average number of children for families with children was two.

The population is generally well educated with the vast majority of households having an income of over \$100,000.

The Official Community Plan (2012) identifies focussing higher density residential development along Hillside Avenue, which is within a block of the existing OCA location, and at Hillside Village. It identifies that local area plans are required for both these areas.

In 2023, a change in legislation was made, increasing the number of small-scale multi-unit housing on previously zoned single-family and duplex lots in BC. This is likely to further increase the population of Oaklands.

Finally, with regards to child care, a key service of OCA, according to the study *Child Care in Victoria* prepared by Urban Matters for the City of Victoria Child Care Solutions Working Group, Combined Area A, which consist of Oaklands, Fernwood, North Jubilee and South Jubilee, has an unmet demand for licensed childcare of 568 spaces. See: [Child Care in Victoria](#) report.

2.2 Oaklands Community Association

The Oaklands Community Association (OCA) was founded in 1995, followed by the opening of the Oaklands Community Centre in 2000 as a multipurpose space.

OCA operates out of five locations:

- Oaklands Community Centre
- Oaklands Neighbourhood House
- Hamilton Park Care Centre



- Oaklands Bible Chapel
- Sundance School Gymnasium

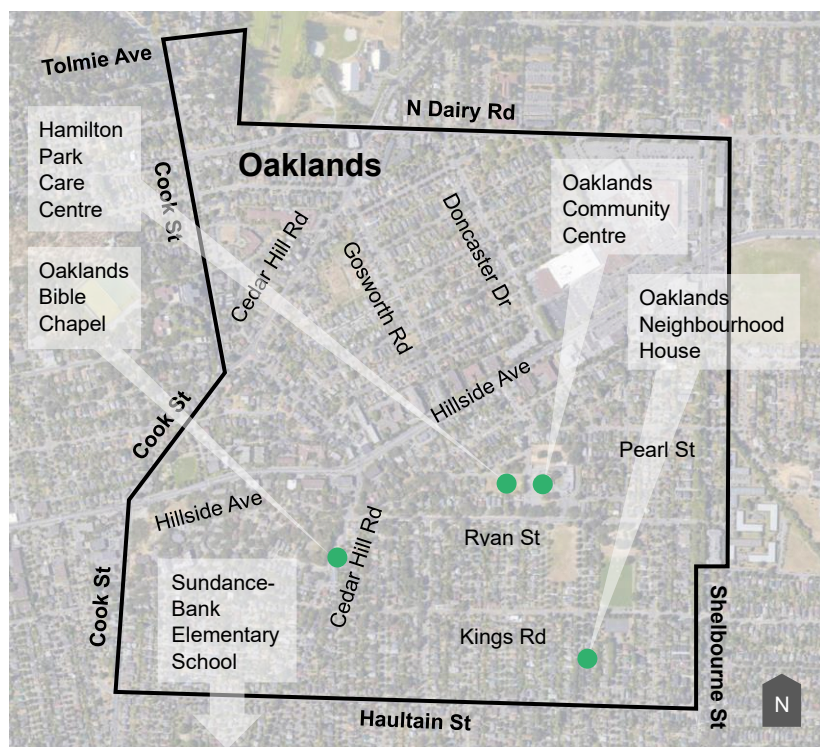
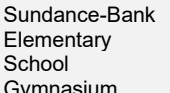


Fig. 1. Oaklands Community Association Locations

Source: Adapted from [Google Earth](https://www.google.com/maps/)

Location	Occupancy	Services	CGSM	BGSM
	Leased	• Recreation programs • Child Care (Group Child Care [School Age] – 24 and 30 spaces)	367	450
	Owned	• Child Care (Preschool – 19 spaces + 24 spaces)	264	NA
	Leased	• Child Care (Group Child Care [Under 36 Months] – 10 spaces; Group Child Care [3-5 Years] – 24 spaces)	235	269
	Leased	• Child Care (Group Child Care [School Age] – 10, 24, and 30 spaces)	423	NA
	Leased	• Child Care (Group Child Care [School Age] – 19 and 30 spaces)	462	NA

The following table summarizes existing leased and owned spaces used for OCA programs and services. It is useful as a comparison with the Functional Program information which is provided in the following section. Note that for all facilities, accurate scaled floorplans are not available and areas provided are estimated area.

Facility	Existing Component Gross Area (CGSM)
Oaklands Community Centre	366.9
Oaklands Neighbourhood House	264.5
Hamilton Child Care	236.5
Fireside Chapel	422.7
Sundance School Gymnasium	462.4
Total	1,753.0
Outdoor Areas	TBD
Total Area	NA

2.3 Standards and Benchmarks

In order to ensure that the services, programs and space is supportable, the existence of service and space standards for neighbourhood community associations was explored. An Internet search revealed that there were no standards that exist, as there are, for example, for public libraries.

As an alternative way to verify services, programs and space needs, OCA conducted a benchmarking exercise with local peer organizations, seeking information on both services provided as well as spaces provided. At the time of writing, OCA has heard from three organizations: The full responses are provided in Appendix D.

The most similar organization is Fairfield Gonazales Community Association, which serves a population of approximately 17,000. It has a similar profile in terms of child care, with 25 Full Time Group child care places, and 164 Out of School Care places. It has 1 multipurpose room, 3 classroom type spaces, 1 portable, and 1 youth lounge. It also uses the gym and multipurpose at an adjacent school trading for use of their multipurpose room. The Association has identified that their space is inadequate. Of note is that Fairfield Gonzalas has 30 FTE staff compared to OCA's 18 FTEs.



3.0 General Planning Criteria

3.1 Introduction

The following criteria and concepts relate to the facility in general, and generally apply to all components.

3.2 Project Assumptions

A single site is preferred for efficiency and oversight of all program areas. However, if that is not possible, the Community Centre may be located on a separate site from the Child Care programs.

Child care facilities have been programmed to the Ministry of Education and Child Care's *Design Guidelines for Child Care Centres*.

Currently, OCA child care programs are fully booked. The proposed program has been developed to accommodate the approximately 50 families per existing OCA facility on the Infant and Toddler/daycare waitlist and approximately 30 families per facility on the waitlist for Out of School Care.

Child care facilities are sized at 12 children for Infants and Toddlers, and at 25 children for those in 3-to-5-year child care programs. Out of School Care is sized to accommodate 30 children each. These are sized to

support the efficient use of staff, maximizing staffing ratios.

3.3 Site Criteria

- Crime Prevention Through Environmental Design (CPTED) principles should be considered, such as lighting for visibility.
- Child care outdoor play areas should be located with shaded southern exposure. Outdoor play areas should be contiguous with indoor program areas.
- Outdoor play areas should be located in areas where children are safe from objects that may be dropped from above.
- Drop off areas should be provided for child care with a direct connection to the child care entrance, particularly for those programs for children under school age.

3.4 Architectural Criteria

- The Community Centre area should be separately articulated from the Child Care areas.



- A separate access point should be provided to the Child Care facilities from that of the Community Centre.
- Any non-Association space should have its own entrance, lobby and circulation systems (elevators and staircases) that are separate from those serving OCA functions.
- Community Centre functions should be transparent enabling passers-by to see the activities in the Centre.
- The Centre should be seen as a welcoming destination that is not intimidating.
- Spaces between programmed rooms such as corridors, should support informal community gathering. A range of environments should be provided to ensure groups of various sizes can be comfortably accommodated.
- The Child Care Exterior Multipurpose Play Zone should be adequately covered to shield children and staff from the elements.

3.5 Interior Design, Wayfinding, and Signage Criteria

- Signage and wayfinding should be legible from a reasonable distance and be easy to understand.

- Consider the use of colour or naming systems to differentiate zones of the building and/or major public rooms.

3.6 Information Technology and Communications Criteria

- Wi-Fi service should be robust and available to the public.
- Staff offices should have a strong Internet connection, with each workstation in both offices and open work environments having at least two separate data ports.

3.7 Building Systems Criteria

- There should be a robust HVAC system, providing all occupants with comfortable heating, cooling, and ventilation, particularly as temperature extremes and wildfire smoke have become more commonplace.



4.0 Component Planning Criteria

4.1 Introduction

The basic “building block” for physically organizing facilities projects is the FUNCTIONAL COMPONENT. A functional component can be defined as a grouping of activities and assigned spaces which are physically related by their common mission to satisfy a specific group of functions or operations. A functional component may or may not be synonymous with a department, since the term “department” refers to an administrative organizational structure.

Information for each functional component is presented under the following headings:

KEY ADJACENCIES.

FUNCTIONAL DESCRIPTION provides information on the feature, character, general services or activities of the component.

OPERATIONAL DESCRIPTION provides information on the primary operational concepts or systems which support the functional activity of the component.

DESIGN CRITERIA presents information as follows:

Key Adjacencies indicates the priorities of the component for its location relative to other components

“Direct access by internal or dedicated circulation” refers to components which are horizontally contiguous and linked internally. This form of access avoids movement through the general circulation system of the facility.

“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.

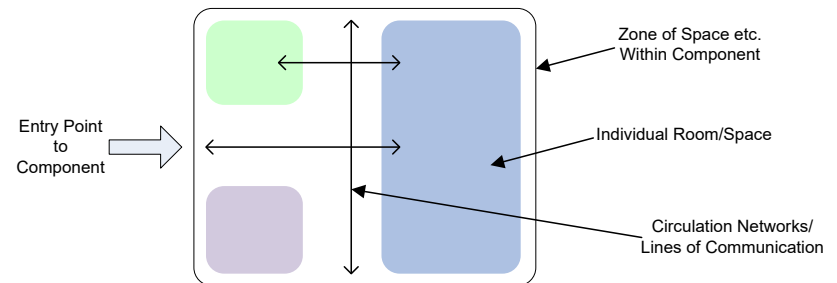
Component Design Criteria indicates basic criteria and concepts for the organization or environmental design of space. They are organized into Architectural Concepts which include zoning and organization of space; Interior Design Concepts, which considers interior design concepts, signage, wayfinding and display concepts; and Building Systems Criteria, which indicate specialized



structural, mechanical, power and information systems requirements.

This section also includes a conceptual functional diagram showing organizational principles to be pursued in the design of the component. The content of the diagrams is generally reflective of the headings used in the narrative and in the space requirements lists referring to “zones” of space, groups of rooms and, in some cases, individual rooms for which important internal relationship need to be emphasized. In general, thin lines terminating in arrows are used to indicate principal circulation networks or lines of communication between zones of space, groups of rooms, or individual rooms. Continuous/unbroken bold lines forming rectangles typically indicate zones or rooms.

Example:



1. Main Entrance, Foyer, and Reception

Functional Description

This component accommodates the Main Entrance, Foyer, and Reception spaces. Activities taking place in, and functions of this component include but are not limited to:

- Greeting community members
- Providing information to community members about OCC programs and support services
- Staff Reception and monitoring of Centre activities
- Light administrative tasks, including photocopying, storage of forms
- Community member relaxation, socialization and waiting
- Self-serve beverage counter with water and coffee
- Art display
- Counselling
- Food box storage and pick-up
- General storage

Operational Description

For planning purposes, hours of operation for the areas in this component are assumed to be as follows:

Day of the Week	Open	Closed
Monday - Friday	9:00 am	5:00 pm
Saturday	TBC	TBC
Sunday	TBC	TBC

Staffing and Occupancy Estimates

The following table summarizes current (2024) and future (2034) staff counts.

Staff	Existing FTE	Headcount	Future FTE	Headcount
Reception	1.0	1	1.5	2
Programs/ Recreation Coordinator	1.0	1	1.0	1
Counsellor	0.0	0	0.5	1
Total	2.0	2	3.0	4



Design Criteria

Key Adjacencies

3. Multipurpose Areas

Provide direct access by general circulation to Multipurpose Areas for the movement of staff and community members.

4. Staff Offices

Provide convenient access by general circulation to Staff Offices for the movement of staff and visitors.

5. Back of House

Provide convenient access by general circulation to Back of House for the movement of supplies.

Component Design Criteria

Design criteria for further consideration during schematic design include but are not limited to the following items below.

Architectural Criteria

- The building's exterior should be warm, inviting, and unimposing.

- There should be generous access to natural light and views to the outdoors.
- For staff and community member safety, the Foyer should be as open as possible with no hidden corners. Sightlines should be clear and expansive.
- Access routes should be wide enough to accommodate those with strollers and mobility aids travelling in both directions.
- Offices should be acoustically separated to allow for quiet, focussed work and any confidential conversations. Consideration should be given to privacy features.
- Offices should be lockable for any cash handling that may occur. Consideration should be given to privacy features.
- Office work areas should be sufficiently lit.
- The office environment should be comfortable and professional.
- Office furniture and equipment should be ergonomic.



Interior Design, Wayfinding, and Signage Display Criteria

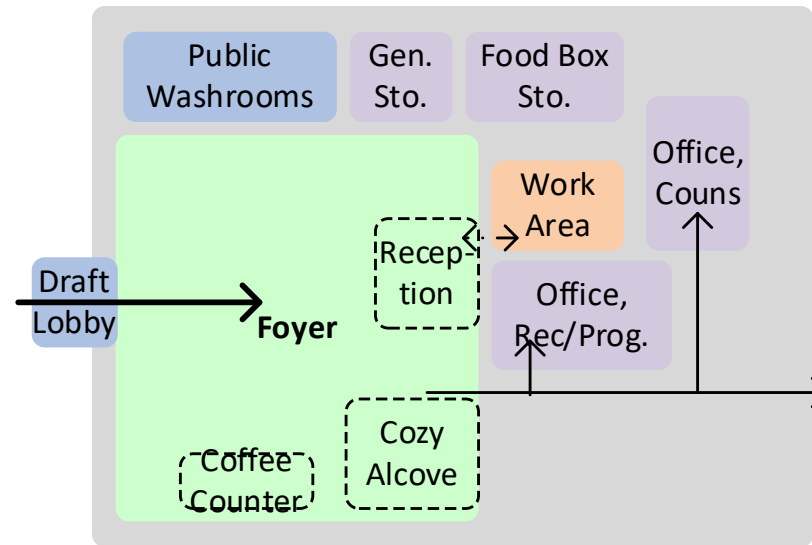
- The building's interior should feel like a safe, welcoming, and comfortable space.
- Signage and wayfinding should be legible from a reasonable distance and be easy to understand.
- Furniture should be warm and inviting yet be durable and easy to clean and maintain.

Building Systems Criteria

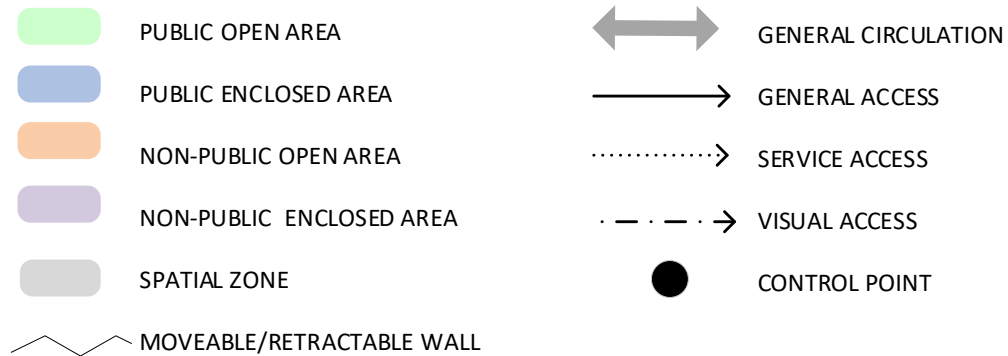
- There should be a robust HVAC system, providing all occupants with comfortable heating, cooling, and ventilation, particularly as temperature extremes and wildfire smoke have become more commonplace and to support use of the Centre as a heating and cooling centre.
- Wi-Fi service should be robust and available to the public.



Functional Relationship Diagram



LEGEND



Space Requirements

Ref. No.	Space	Units	NSM / Unit	Total NSM	Remarks
01	Draft Lobby	1		8.0	
02	Foyer	1		50.0	Accommodates 15 in a combination of soft seating and tables and chairs; art display; resource display; 2 computers for community use
03	Reception	1		12.0	2 sit-stand workstations to accommodate wheelchair accessible services
04	Work Area			8.0	Photocopier/scanner/printer, forms storage; staff only area
05	Coffee Counter	1		6.0	Incl. water bottle filling station
06	Cozy Alcove			10.0	Should be highly visible; soft seating for 3 to 4 people
07	Enclosed Office, Recreation and Programs Coordinator	1		9.2	Incl. sit-stand desk, side chair; readily accessible from adjacent public area
08	Enclosed Office, Counselling			11.2	Incl. sit-stand desk and casual meeting area for 2 to 3 people
09	Public Washroom	1		24.0	Single-user, accessible, gender-inclusive
10	Public Washroom	1		5.6	Single-user, accessible, gender-inclusive; incl. change table
11	General Storage	1		8.0	May be located adjacent to Foyer
12	Food Box Storage	1		7.4	20 to 40 grocery bags on 2 6'-long utility shelving (4-shelf bays)
13	Housekeeping Closet	1		3.6	Incl. floor sink, utility shelving, utility sink, cart
Total				163.0	NSM
				1.20	Grossing Factor
				195	CGSM



2. Child Care

Functional Description

This component accommodates child care for 219 children, consolidating OCA's existing child care services across multiple sites onto a single site. The following child care types are offered on-site:

- Group Child Care, Full-Time: Infant/Toddler
- Group Child Care, Full-Time: Ages 3-5
- Out of School Care (OSC): Ages 7-12

More specifically, this component will accommodate the following activities:

- Drop-off and pick up of children including sign-in, generally in the morning and evenings
- Storage of children's personal belongings in cubbies
- Changing into and out of outdoor clothing
- Various children play activities, including dramatic play, gross motor activities, imaginative play, art activities, eating lunches and snacks, and quiet play activities
- Preparation of snacks and light meals

- Children's bathroom activities
- Children's napping
- Mat storage
- Staff break activities
- Administrative activities
- Meetings with children's family members
- Storage of staff personal items
- Preparation of program activities
- Laundering of children's and child care program items
- Storage of various games, furnishings, toys
- Monitoring activities in adjacent outdoor play areas
- Accessing outdoor play areas and outdoor play
- Storage of emergency supplies (which may also be in exterior space)
- Assembly and storage of recycling and waste



Operational Description

For planning purposes, hours of operation for the areas in this component are assumed to be as follows:

Day of the Week	Open	Closed
<u>Group Child Care</u>		
Monday - Friday	7:30 am	5:30 pm
Saturday	-	-
Sunday	-	-
<u>OSC – School Day</u>		
Monday - Friday	3:30 am	5:30 pm
Saturday	-	-
Sunday	-	-
<u>OSC – Non-School Day</u>		
Monday - Friday	7:30 am	5:30 pm
Saturday	-	-
Sunday	-	-

While located in groupings of programs, it is anticipated that each Group Child Care Program will have its own entrance.

OSC may share a common entrance leading to each program's Cubby and Activity Areas.

The OSC program spaces are sized for 30 children aged 7 to 12 years. The capacity will decrease to 25 children if there are children in Kindergarten or Grade 1.

Infants will generally be separated from toddlers in the very early years Group Child Care programs.

The following table illustrates for each program type, the number of programs of that type, the number of children's spaces, the total number of children's spaces and the required number of caregivers that will be required.

Program	Number	Spaces	Total Spaces	No. Care-Givers
Infant Group Child Care	1	12	12	3
Toddler Group Child Care	1	12	12	3
3-5 Group Child Care	3	25	75	9
OSC (7-12 years)	4	30	120	8
Total	9	-	219	23



Staffing and Occupancy Estimates

The following table summarizes current (2024) and future (2044) staff counts.

Staff	Existing FTE	Headcount	Future FTE	Headcount
Group Child Care Assistant	2.0	2	5.0	5
Group Child Care ECE Staff	4.0	4	10.0	10
OSC Manager	1.0	1	1.0	1
OSC Assistant	3.0	3	3.0	3
OSC Staff	3.0	3	5.0	5
Total	13.0	13	24.0	24

Design Criteria

Key Adjacencies

3. Multipurpose Areas

Provide direct access by general circulation to OSC Activity Areas from the Multipurpose Areas for the movement of visitors.

Adjacent Sidewalks/ Parking

Provide convenient access by general circulation to Adjacent Sidewalks/Parking for the movement of caregivers and children, and staff.

Component Design Criteria

Design criteria for further consideration during schematic design include but are not limited to the following items below.

Note: The BC Ministry of Education and Child Care's upcoming Child Care Design Guidelines as well as any local guidelines such as those from the City of Vancouver or Richmond should be referred to for further details.

Site Criteria

- As there will be many children accommodated on-site, site design should allow for safe pedestrian and vehicular access to the child care centres.
- Crime Prevention Through Environmental Design (CPTED) principles should be considered, such as lighting for visibility.
- The Out of School program should be located in proximity to the Multipurpose Areas so that the OSC Activity Areas can be used for programming when not used for OSC programs.

Architectural Criteria

- Activity Areas should look out onto the associated Outdoor Play Areas and should have a south-facing



orientation to maximize sunlight. The Child Care Exterior Multipurpose Play Zone should be adequately covered to shield children and staff from the elements.

- The Entrance to the Group Child Care programs should be through the Outdoor Play Area so that children have a time to transition as they access the child care centre.
- Some support spaces may be shared by two or up to three programs, such as emergency storage, and a staff break room, provided these spaces are readily accessible.

Interior Design, Signage and Display Criteria

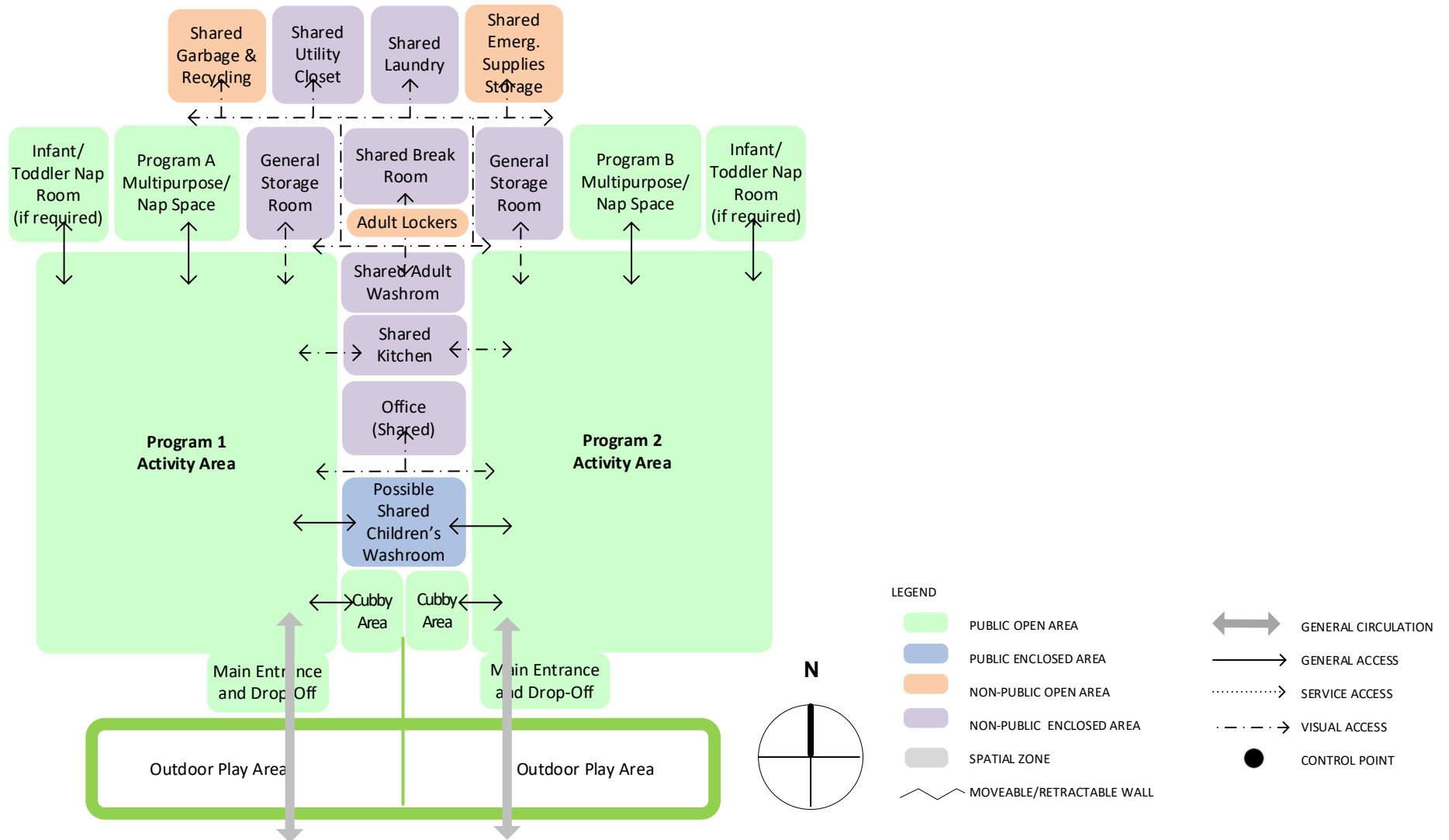
- The Activity Area is the single most important area of each child care. It should be zoned into various activity areas, and should be as large as possible with a regular shape. It should easily be monitored from the kitchen area and from the children's washroom.
- Interior design will be an important element. All surfaces should be durable, safe, and easily cleaned. All corners and edges should be rounded to prevent injuries.

Building Systems Criteria

- The HVAC system should be robust and sufficient to maintain comfortable indoor temperatures in weather extremes.



Functional Relationship Diagram



Space Requirements

Ref. No.	Space	Units	NSM / Unit	Total NSM	Remarks
<u>Indoor Areas</u>					
<u>Group Child Care, Full-Time - Infant/Toddler (12 children per group)</u>					
01	Cubby Area	2	10.5	21.0	
02	Activity Area	2	51.9	103.8	
03	Activity Area: Multipurpose/Nap Space	2	11.2	22.4	
04	Mat Storage	2	3.0	6.0	
05	Nap Room	2	15.8	31.6	
06	Children's Washroom	1		11.0	
07	General Storage	2	7.0	14.0	
Subtotal - Group Child Care, Full-Time - Infant/Toddler				209.8	
<u>Group Child Care, Full-Time - Ages 3-5 (25 children)</u>					
08	Cubby Area	1		12.5	
09	Activity Area	1		98.9	
10	Activity Area: Multipurpose/Nap Space	1		16.7	
11	Mat Storage	1		5.0	
12	Children's Washroom	1		12.4	
13	General Storage	1		8.0	
Subtotal - Group Child Care, Full-Time - Ages 3-5				153.5	



Ref. No.	Space	Units	NSM / Unit	Total NSM	Remarks
	<u>Group Child Care, Full-Time - Shared Spaces</u>				
14	Adult Washroom	2	4.6	9.2	
15	Kitchen - Shared between IT	1		10.2	
16	Kitchen - 3-5 years	1		8.5	
17	Office	1		7.0	Incl. sit-stand desk
18	Staff Break Area	1		7.6	
19	Staff Lockers	1		5.0	
20	Laundry Area	1		3.5	
21	Utility Closet	2	1.6	3.2	Equivalent to a Housekeeping Closet
22	Indoor Garbage and Recycling Area	1		3.0	
23	Emergency Supplies Storage	1		7.4	
	Subtotal - Group Child Care, Full-time - Shared Spaces			64.6	
	Subtotal - Group Child Care Full-Time (12+12+25 children)			427.9	
	<u>Group Child Care, Full-Time (25 children)</u>				
24	Cubby Area	2	12.5	25.0	
25	Activity Area	2	98.9	197.8	
26	Activity Area: Multipurpose/Nap Space	2	16.7	33.4	
27	Mat Storage	2	5.0	10.0	
28	Children's Washroom	1		13.1	
29	General Storage	2	8.0	16.0	
	Subtotal - Group Child Care, Full-Time			295.3	



Ref. No.	Space	Units	NSM / Unit	Total NSM	Remarks
<u>Group Child Care, Full-Time - Shared Area</u>					
30	Adult Washroom	1		4.6	
31	Kitchen	1		10.2	
32	Staff Office	1		7.0	Incl. sit-stand desk
33	Staff Break Area	1		5.6	
34	Staff Lockers	1		3.2	
35	Laundry Area	1		3.5	
36	Utility Closet	1		1.6	
37	Indoor Garbage and Recycling Area	1		2.0	
38	Emergency Supplies Storage	1		6.0	
Subtotal - Group Child Care, Part Time - Shared Spaces				43.7	
Subtotal - Group Child Care Full-Time (25+25 children)				339.0	
<u>Out of School Care (OSC) (30 Children)</u>					
39	Cubby Area	4	12.0	48.0	
40	Activity Area	4	106.0	424.0	
41	Activity Area: Multipurpose/Nap room	4	14.4	57.6	
42	Children's Washroom	2	13.3	26.6	
43	General Storage	4	10.0	40.0	
Subtotal - OSC				596.2	
<u>OSC - Shared Spaces</u>					
44	Adult Washroom	2	4.6	9.2	
45	Kitchen	2	10.2	20.4	



Ref. No.	Space	Units	NSM / Unit	Total NSM	Remarks
46	Break Area	1		11.2	
47	Office, OSC Manager	1		9.2	Incl. sit-stand desk
48	Office, OSC Assistant	3	7.0	21.0	Incl. sit-stand desk; in close proximity to Component 4. Staff Offices for printer access
49	Staff Lockers	2	2.4	4.8	
50	Laundry Area	2	3.5	7.0	
51	Utility Closet	2	1.6	3.2	
52	Indoor Garbage and Recycling Area	2	3.0	6.0	
53	Emergency Supplies Storage	1		7.4	
Subtotal - OSC - Shared Spaces				99.4	
Subtotal - OSC (30x4 children)				695.6	
Total				1,462.5	NSM
Total children			219	1.25	Grossing Factor
Area per child (SM)			8.36	1,830	CGSM



Ref. No.	Space	Units	NSM / Unit	Total NSM	Remarks
<u>Outdoor Areas</u>					
<u>Infant/Toddler (12 children)</u>					
	Covered Multipurpose Play Zone	2	33	66	
	Outdoor Play Zones	2	135	270	With Covered Multipurpose Play Zone, area per child is equal to 14 sm; could be as low as 40 sm each to be within Regulations Area of 6 sm per child
	Outdoor Storage	1	8	16	
	Program Stroller Storage	2	5	10	
	Subtotal			362	
<u>Ages 3-5 (25 children)</u>					
	Covered Multipurpose Play Zone	3	45	135	
	Outdoor Play Zones	3	305	915	With Covered Multipurpose Play Zone, area per child is equal to 14 sm; could be as low as 105 sm each to be within Regulations Area of 6 sm per child
	Outdoor Storage	3	12	36	
	Subtotal			1,086	
<u>Out of School Care (30 children)</u>					
	Covered Multipurpose Play Zone	4	45	180	
	Outdoor Play Zones	4	375	1,500	With Covered Multipurpose Play Zone, area per child is equal to 14 sm; could be as low as 135 sm each to be within Regulations Area of 6 sm per child
	Outdoor Storage	4	12	48	
	Subtotal			1,728	
	Total			3,176	SM



3. Multipurpose Areas

Functional Description

This component accommodates the OCC's multipurpose spaces which will allow them to run more of their programs and services simultaneously, but also support the operation of many new programs. Many of these spaces are envisioned to be rentable to the community.

Activities taking place in, and functions of this component include but are not limited to:

- Recreational, fitness, and athletic programs in Gym and Studio spaces, such as yoga, dance/movement, court sports, and various programs for children, youth, and seniors
- Performances on the Gym stage
- Community events that use indoor spaces and that may use associated outdoor spaces
- Food preparation, cooking, demonstrations in the Community Kitchen (e.g., programs, workshops)
- Light food preparation and serving of food in the Multipurpose Rooms and Meeting Room
- Relaxation and socialization in the Community Lounge which can be opened to both the Community Kitchen as well as an associated outdoor space
- Private room rentals (e.g., children's birthday parties, meetings and events held by local organizations)
- "Messy" activities such as art classes, maker activities, in Multipurpose Rooms
- Storage of program/activities equipment
- Laundering of program items
- Individual showering
- Storage for furnishings, possibly under the Gym stage
- OCA Managers Meetings in the Meeting Room



Operational Description

For planning purposes, hours of operation for the areas in this component are assumed to be as follows:

Day of the Week	Open	Closed
Monday - Friday	9:00 am	9:00 pm
Saturday	Rental-dependent	Rental-dependent
Sunday	Rental-dependent	Rental-dependent

Some spaces will have provision for after-hours egress, so those can leave after the Centre has closed.

Staffing and Occupancy Estimates

The following table summarizes current (2024) and future (2044) staff counts.

Staff	Existing FTE	Headcount	Future FTE	Headcount
Program Staff/Visitors	0.0	2	0.0	5
Total	0.0	2	0.0	5

No staff will be accommodated full-time in this component. Staff noted above assume at least one person delivering programs in each program room.



Design Criteria

Key Adjacencies

1. Main Entrance, Foyer & Reception

Provide direct access by general circulation to Main Entrance, Foyer and Reception for the movement of staff and community members.

6. Outdoor Areas

Provide convenient access by general circulation to the Plaza, Deck and other outdoor areas for the movement of community members and program participants.

2. Child Care

Provide convenient access by general circulation to two OSC Activity Areas to use as Program spaces when not used for OSC.

5. Back of House

Provide convenient access by general circulation to Back of House for the movement of general furniture and equipment that may be used to support seasonal activities.

4. Staff Offices

Provide convenient access by general circulation to Staff Offices for the movement of staff supporting programs and events.

Component Design Criteria

Design criteria for further consideration during schematic design include but are not limited to the following items below.

Architectural Criteria

- This component is the main general activity area of the Centre. Many of the components support the activities that take place here.
- There should be generous access to natural light and views to the outdoors.
- For convenience and security, rentable spaces that may be booked after-hours should be zoned so that the public can access these areas without having to move through the entire building. There should also be washrooms associated with these spaces.
- The Outdoor Plaza supports the activities of the Community Lounge, forming an extension of the Lounge in clement weather. The Outdoor Deck supports the activities of an adjacent Multipurpose Room, where especially dirty activities, or activities that lend themselves to working outside can occur. Both spaces should be thoughtfully integrated into the design of the building and easily facilitate the flow of people between the indoors and outdoors. They should function as meaningful and practical

complement to OCC programs. A location in an area that receives sun would encourage greater use.

- Corridors should be wide to support and encourage informal activities, stopping and chatting with others.

Interior Design, Signage and Display Criteria

- Signage and wayfinding should be legible from a reasonable distance and be easy to understand. The use of colour should be considered as a wayfinding tool, with different program rooms marked by feature colour walls.
- The Gym is a multipurpose space that can be used for markets, court sports, large assemblies of people. It should have durable finishes that can withstand impacts by balls, etc., but that also feel formal enough in a community meeting.
- Furniture should be durable and easy to clean and maintain and easy to set up/take down, and store.

Building Systems Criteria

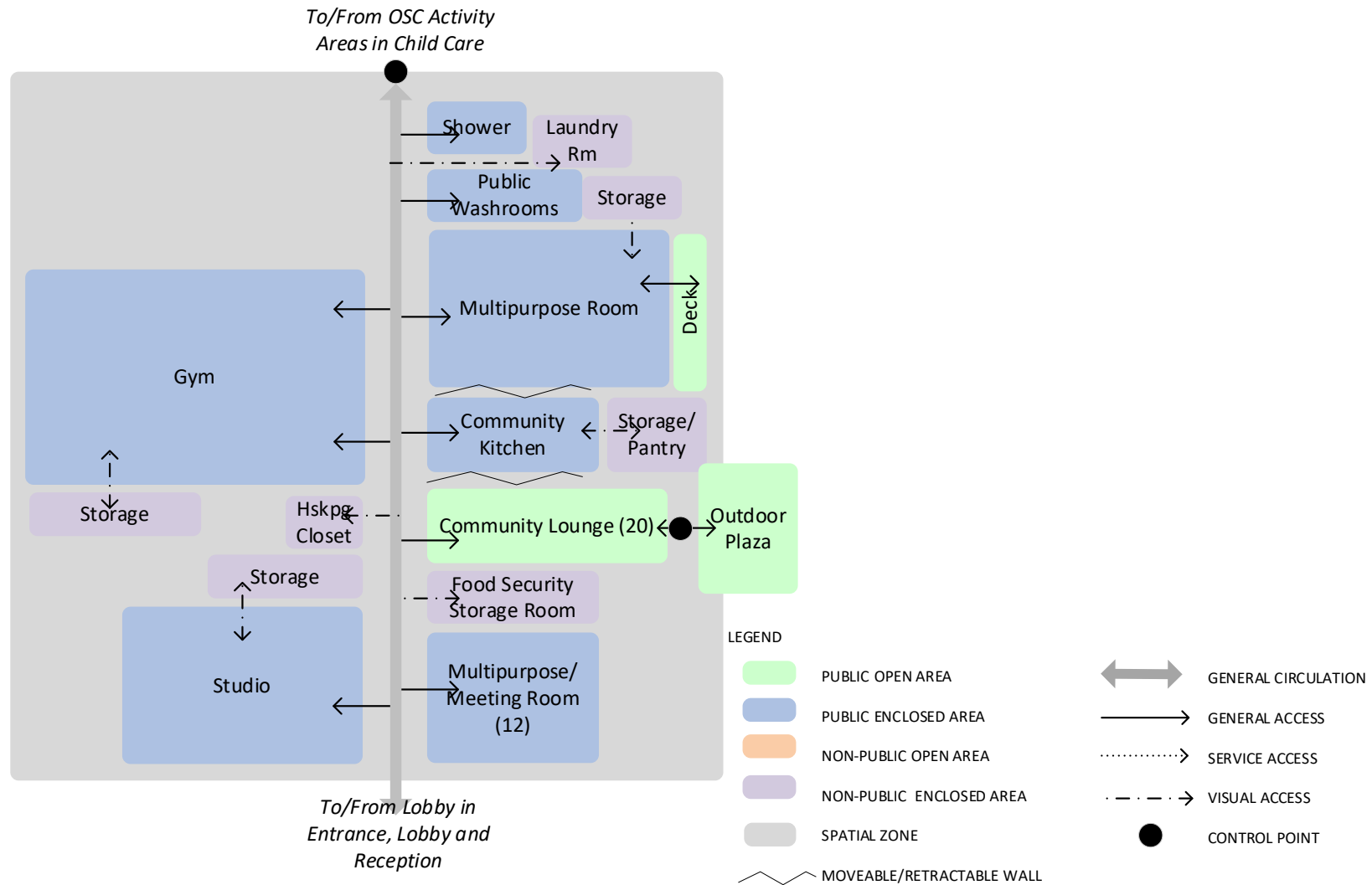
- The Community Kitchen should have high air exchange and a large vent to remove odors and fumes.



- Attention is required to the acoustics of each program room. The most difficult design challenge may be related to the Gym, which will have impact resistant surfaces, but that requires sound damping to mitigate reverberation.
- Wi-Fi service should be robust and available to the public.
- There should be a robust HVAC system, providing all occupants with comfortable heating, cooling, and ventilation, particularly as temperature extremes and wildfire smoke have become more commonplace.
- The Outdoor Plaza and Outdoor Deck should have access to power for lighting, sound system, and robust Wi-Fi.
- There should be a water source to clean and hose off the Outdoor Plaza and the Outdoor Deck.



Functional Relationship Diagram



Space Requirements

Ref. No.	Space	Units	NSM / Unit	Total NSM	Remarks
01	Gym	1		520.0	Accommodates 50; can support heavy equipment, various sports such as basketball, badminton, floor hockey, and events (note that 480 m ² required for Junior/Senior High basketball; stage with storage beneath); may be used for activity areas for child care programs (BC Code capacity of 1,300 at 0.4 m ² per person)
02	Storage	1		40.0	
03	Studio	1		90.0	Accommodates 30; accessible from Gym and Main Corridor; supports dance, yoga, and fitness activities; incl. wall-mounted mirror and barre (BC Code capacity of 225 at 0.4 m ² per person)
04	Storage	1		12.0	
05	Multipurpose Room	1		90.0	Accommodates 45 at tables and chairs; incl. kitchenette, microwave (BC Code capacity of 225 at 0.4 m ² per person)
06	Storage	1		20.0	Storage of tables and chairs; support for maker activities
	Outdoor Deck	1		0	(50 sm) Accessible from Multipurpose Room; close proximity to Child Care; provide water source and floor drain
07	Community Kitchen	1		48.0	Incl. 3 stove/ovens, 3 refrigerators, 2 double s/s sinks, 2 dishwashers, 1 microwave, food preparation surfaces (3 x 2.5m); rentable
08	Storage/Pantry	1		12.0	
09	Food Security Storage Room	1		18.0	Accommodates 2 freezers/fridges, utility shelving
10	Community Lounge	1		50.0	Accommodates 20 in soft seating; rentable



Ref. No.	Space	Units	NSM / Unit	Total NSM	Remarks
	Outdoor Plaza	1		0	(200 sm) Accessible from Community Lounge
11	Meeting Room	1		30.0	Accommodates 12; managers meetings; incl. kitchenette, microwave, AV; rentable
12	Washroom, Universal	2	4.6	9.2	Single-user, accessible, gender-inclusive
13	Accessible Shower	1		5.6	Barrier-free with wet and drying areas
14	Laundry Room	1		3.5	Incl. stacking washer/dryer, utility sink, folding table
15	Housekeeping Closet	1		7.4	Accommodates charging station, floor sink, utility sink, janitors' cart
Total				1955.7	NSM
				1.25	Grossing Factor
				1,195	CGSM



4. Staff Offices

Functional Description

This component accommodates the majority of the OCC Staff Offices. Activities taking place in, and functions of this component include but are not limited to:

- Administrative tasks
- Quiet, focussed work
- Small in-office meetings
- Printing, photocopying, and scanning
- Staff break activities
- Storage of personal belongings

Operational Description

For planning purposes, hours of operation for the areas in this component are assumed to be as follows:

Day of the Week	Open	Closed
Monday - Friday	9:00 am	5:00 pm
Saturday	-	-
Sunday	-	-

Child care staff will have separate staff break areas within each grouping of child care programs, and will generally not use the staff amenities in this component.

Staffing and Occupancy Estimates

The following table summarizes current (2024) and future (2044) staff counts.

Staff	Existing FTE	Headcount	Future FTE	Headcount
Executive Co-Director	1.0	2	1.0	2
Community Development Coordinator	1.0	1	1.0	1
Events Coordinator	1.0	1	1.0	1
Food Security Coordinator	0.0	0.0	1.0	1
Total	3.0	4	4.0	5

Note that Office Manager and Recreation/Programs Coordinator are both located in component 1. Entrance, Lobby and Reception.

Child Care Managers and Assistants are located in offices in component 2. Child Care.



Design Criteria

Key Adjacencies

1. Main Entrance, Foyer & Reception

Provide direct access by general circulation to Main Entrance, Foyer and Reception for the movement of staff and visitors.

3. Multipurpose Areas

Provide convenient access by general circulation to Multipurpose Areas for the movement of staff and visitors.

5. Back of House

Provide convenient access by general circulation to Back of House for the movement of staff.

Component Design Criteria

Design criteria for further consideration during schematic design include but are not limited to the following items below.

Architectural Criteria

- If possible, the offices should provide a secondary means of monitoring the activities on-site.
- There should be generous access to natural light and views to the outdoors.

- Offices should be acoustically separated to allow for quiet, focussed work and any confidential conversations. Consideration should be given to privacy features.
- Offices should be lockable for any cash handling that may occur. Consideration should be given to privacy features.

Interior Design, Wayfinding, and Signage Display Criteria

- Work areas should be sufficiently lit.
- The office environment should be comfortable and aligned with the culture of OCA.
- Office furniture and equipment should be ergonomic.
- Staff Offices should be proximal to the Meeting Room in Component 3. Multipurpose Rooms.

Information Technology and Communications Criteria

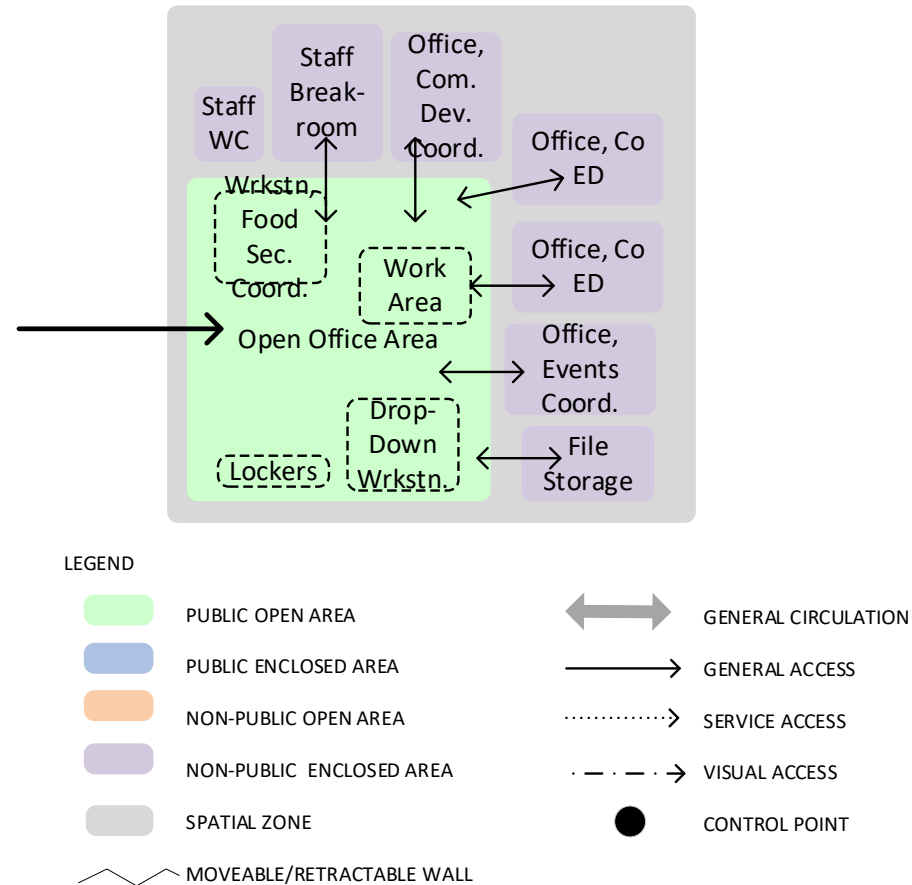
- Wi-Fi service should be robust.

Building Systems Criteria

- There should be a robust HVAC system, providing all occupants with comfortable heating, cooling, and ventilation, particularly as temperature extremes and wildfire smoke have become more commonplace.



Functional Relationship Diagram



Space Requirements

Ref. No.	Space	Units	NSM / Unit	Total NSM	Remarks
01	Office, Co-Executive Director	2	11.2	22.4	Accommodates 3; incl. sit-stand desk
02	Office, Community Development Coordinator	1		9.2	Incl. sit-stand desk
03	Office, Events Coordinator	1		9.2	Incl. sit-stand desk
	Office, Recreation and Programs Coordinator	1		0	See Component 1. Main Entrance, Foyer, and Reception
04	Open Office Area	1		10.0	Accommodates Food Security Coordinator, plus other drop-down space; incl. sit-stand desks
05	File Storage	1		10.0	Accommodates 8 lateral filing cabinets
	Meeting Room	1		0	See Component 3. Multipurpose Rooms
06	Staff Work Area	1		8.0	Accommodates photocopier/scanner/printer
07	Staff Washroom	1		4.5	Single-user, accessible, gender-inclusive
08	Staff Shower	1		4.6	Incl. showering area and drying area
09	Staff Breakroom	1		12.0	Incl. counter with sink, fridge, microwave
10	Lockers	1		3.0	Incl. in-office space; full height
Total				92.9	NSM
				1.40	Grossing Factor
				123	CGSM



5. Back of House

Functional Description

This component accommodates the Back of House spaces. Activities taking place in, and functions of this component include but are not limited to:

- Reception of deliveries
- General storage
- IT supports
- Storage of housekeeping supplies and equipment
- Indoor holding of waste and recycling

Operational Description

For planning purposes, hours of operation for the areas in this component are assumed to be as follows:

Day of the Week	Open	Closed
Monday - Friday	9:00 am	5:00 pm
Saturday	Rental-dependent	Rental-dependent
Sunday	Rental-dependent	Rental-dependent

Staffing and Occupancy Estimates

No staff are located here except to conduct momentary tasks related to this space.

Design Criteria

Key Adjacencies

3. Multipurpose Areas

Provide direct access by general circulation to Multipurpose Areas for the movement of staff and deliveries.

1. Main Entrance, Foyer & Reception

Provide convenient access by general circulation to Main Entrance, Foyer and Reception for the movement of deliveries, such as food boxes.



Component Design Criteria

Design criteria for further consideration during schematic design include but are not limited to the following items below.

Architectural Criteria

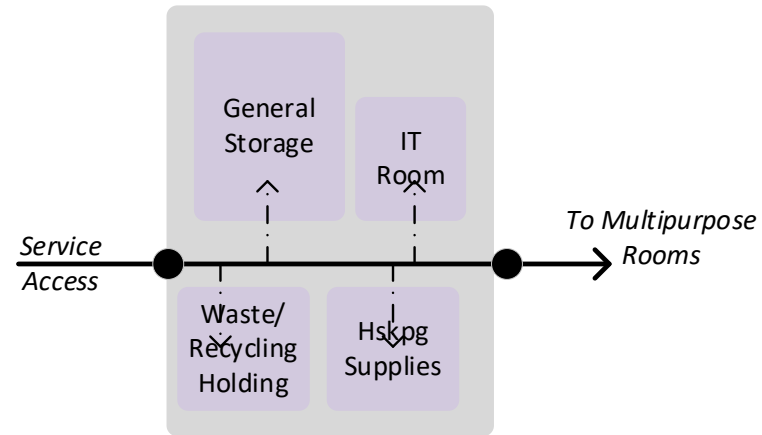
- A delivery vehicle parking area should be provided adjacent to the service entrance. A loading dock is not required.
- Work areas should be sufficiently lit.
- There should be sufficient access to spaces which require the movement of larger equipment and materials in and out.

Interior Design, Wayfinding, and Signage Display Criteria

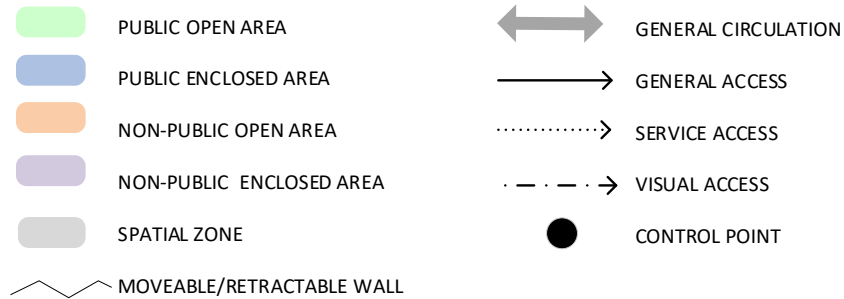
- Finishes and materials should be utilitarian, durable and easy to clean and maintain.



Functional Relationship Diagram



LEGEND



Space Requirements

Ref. No.	Space	Units	NSM / Unit	Total NSM	Remarks
01	General Storage	1		40.0	
02	IT Room	1		8.0	
03	Housekeeping Supplies	1		8.0	
	Housekeeping Closet	1		0	See Component 1. Main Entrance, Foyer, and Reception; Component 2. Child Care; and Component 3. Multipurpose Areas
04	Waste and Recycling Holding	1		10.0	
Total				66.0	NSM
				1.25	Grossing Factor
				85	CGSM



6. Outdoor Areas

Functional Description

This component accommodates the OCC's Outdoor Areas supporting recreational, back of house, and parking functions. Activities taking place in, and functions of this component include but are not limited to:

- Child Care outdoor play space
- OCC programs and community events held in the Outdoor Plaza and Outdoor Deck
- Outdoor storage of waste and recycling
- Parking for staff, community members, service vehicles, and the OCC van

Operational Description

For planning purposes, hours of operation for the areas in this component are assumed to be as follows:

Day of the Week	Open	Closed
Monday - Friday	9:00 am	5:00 pm
Saturday	Rental-dependent	Rental-dependent
Sunday	Rental-dependent	Rental-dependent

Staffing and Occupancy Estimates

No staff are accommodated in this component.



Design Criteria

Key Adjacencies

3. Multipurpose Areas

Provide direct access by general circulation to Multipurpose Areas, including the Outdoor Plaza and the Outdoor Deck which support programs and events.

2. Child Care

Provide direct access by general circulation to the various Activity Areas in Child Care for the movement of children, staff, and caregivers.

5. Back of House

Provide direct access by general circulation to Back of House for the movement of deliveries of supplies and equipment.

Component Design Criteria

Design criteria for further consideration during schematic design include but are not limited to the following items below:

Site Criteria

- Access to parking from the main road should be easy and convenient.
- Finishes and materials should be durable and easy to clean and maintain.

Architectural Criteria

- Doorways should be covered to provide shelter from the elements.

Functional Relationship Diagram

See each relevant component.



Space Requirements

Ref. No.	Space	Units	NSM / Unit	Total NSM	Remarks
	Child Care Outdoor Play Area	1		0	See Component 2. Child Care
	Outdoor Plaza	1		200	See Component 3. Multipurpose Rooms
	Outdoor Deck	1		75	See Component 3. Multipurpose Rooms
	Event Space	1		600	Well drained grassed area
	Waste and Recycling	1		4	
	Parking, OCC Van	1		14	
	Parking, Vehicle	29	14	406	As per City of Victoria's Schedule C, Zoning Regulation Bylaw (no. 80-159), the Community Centre requires 24 stalls and Child Care requires 7 stalls
	Parking, Electric Vehicle	2	13.5	27	As per City of Victoria's Schedule C, Zoning Regulation Bylaw (no. 80-159)
	Parking, Accessible	1		21	As per City of Victoria's Schedule C, Zoning Regulation Bylaw (no. 80-159)
	Parking, Accessible, Van	1		25	As per City of Victoria's Schedule C, Zoning Regulation Bylaw (no. 80-159)
	Parking, Bicycle, Short-Term	8	1.6	12.8	As per City of Victoria's Schedule C, Zoning Regulation Bylaw (no. 80-159), the Community Centre requires 5 stalls and Child Care requires 3 stalls
Total				1,389	SM

5.0 Potential Funding Opportunities

5.1 Proposed Strategies

The expansion of the Oaklands Community Centre faces significant economic challenges; however, by exploring and implementing the strategic approaches below, it is possible to achieve the desired expansion.

- Strategy 1: Child Care Grant
- Strategy 2: Federal Infrastructure Grant

These strategies offer a pragmatic pathway forward, ensuring that the community's needs are met while navigating economic realities.



6.0 Appendices

Appendix A – Definition of Terms

BUILDING GROSS SQUARE METRES / FEET (BGSM / BGSF) – The sum of all building floor areas measured to the outside face of exterior walls for all stories or areas having floor surfaces. Building gross area includes component gross areas, washrooms, telephones, general display, general circulation, mechanical and electrical space and exterior walls.

BUILDING SYSTEMS – All of the utilities and physical support systems and controls for the environmental support of all the elements of the facility, and the operational support of the delivery system, including: mechanical, electrical, structural, plumbing, circulation, cladding and interior finishing systems.

CIRCULATION – The total system of connecting links that enable the movement of people and materials throughout the facility, between rather than through departments. It includes main corridors, elevators, stairs, etc.

CLADDING, EXTERIOR – Those components of a building which are exposed to the outdoor environment and are intended to provide protection against wind, water or vapour.

COMPONENT – A cohesive grouping of activities or spaces related by service or physical arrangement. A planning component may or may not be a department, since the term "department" refers to an administrative rather than a functional organization.

COMPONENT GROSS SQUARE METRES / FEET (CGSM / CGSF) – The portion of a building assigned to a specific component/department but including only the net assignable areas plus internal component circulation, partitions and small plumbing shafts. General circulation, mechanical and electrical rooms, and exterior wall thicknesses are excluded from this measurement.

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

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



EXIT – That part of a means of egress that leads from the floor area it services, including any doorway leading directly from a floor area, to a public thoroughfare or to an approved open space.

FULL TIME EQUIVALENT (FTE) – For staff, a term used to express the conversion of a number of annual paid hours into the number of individuals who, if they were working a complete shift on a regular schedule basis, would be required to accommodate that number of hours.

FUNCTIONAL COMPONENT – See "COMPONENT"

GENERAL CIRCULATION – The total system of connecting links that enable movement of people and materials throughout the facility, between rather than through departments; i.e., main corridors, elevators, stairs, etc.

GROSSING FACTORS – Multiplication factors applied (1) to net areas for each room or element within a component, and (2) to gross component areas. These factors allow for space requirements not included in net element or room measurements; see "COMPONENT GROSS SQUARE METRE / FEET" and "BUILDING GROSS SQUARE METRE / FEET".

HEADCOUNT (HC) – The number of people actually working in an area at peak utilization. This includes part-time and full-time employees.

HORIZONTAL CIRCULATION – The movement of people and materials on a single floor via corridors and pathways to connect with other spaces within and outside of the building.

INTERNAL RELATIONSHIPS – The functional relationship and key adjacencies/proximities between areas within one functional component.

NET SQUARE METRE / FEET (NSM / NSF) – The horizontal area of space assignable to a specific function. The net areas of rooms are measured to the inside face of wall surfaces.

PLUMBING SYSTEM – A drainage system, a venting system and a water system or parts thereof. It includes: drinking water, waste and vent, fluid fuels, medical gases, housekeeping vacuum, compressed air.

VERTICAL CIRCULATION – The upward or downward movement of people and materials via elevators, stairs, etc., to connect with other floors within the building.



Appendix B – Vision for the Oaklands Community Centre

On January 8th, 2024, RPG conducted a Visioning Session with OCA to learn about their successes and challenges, but also future opportunities in serving the Oaklands community. The following is a compilation of OCA's responses to the Visioning questions:

1. *What are the most successful elements of OCA services and facilities that the study should seek to preserve? Why are they successful?*

- Reliability, quality, and frequency of services
- Connectivity to community, knowledge of what community needs, and varied means of connecting to community through programming and support services (e.g., childcare, food cart program)
- Minimal time between program idea conception to fruition
- Programming for all age groups; programming as people age
- Safe spaces for all, including staff
- Second largest employer in Oaklands with approximately 100 staff
- Growth of OCA team

- While facility could be designed as a more inviting space, OCA culture is welcoming
- Community information displays
- Good representation for City of Victoria

2. *What are the most difficult challenges that need to be overcome? Why are they challenges?*

- Funding, especially being a non-profit
- Facilities
 - Scheduling and sequencing of programs and events
 - Decentralization of spaces makes maintenance overwhelming and requires that there be constant coordination with owners
 - Increasing traffic as Victoria's population grows, especially as there's no dedicated drop-off and pick-up area
 - Ideologies associated with chapel vs. space where everyone feels comfortable
- Retention of staff, management, Board members, and volunteers

3. *What are the greatest opportunities that you see? Why are they opportunities?*

- Proximity to synergistic programming and site
- Varied demographic and minimal serious crimes except for isolated instances of vandalism



- Proactive community that is interested in meeting others and taking part in what OCA has to offer
- Oaklands community has expectations of OCA and is invested in the organization
- Many long-term staff and therefore, collective knowledge and leadership
- Most staff and community members are within or near Oaklands catchment

4. *What are the areas of service delivery not currently offered that you would like to offer in the future, and why? What are the funding options to support the areas of service delivery? Is there consensus on this?*

Service Delivery

- Large opportunity for community building and programming for older ages (i.e. youth and older adults) compared to younger families
- Housing affordability
- Mental health counselling
- Food security
- More active recreational and athletics programming
- Providing informal space with seating for people to relax and gather; gives community members a sense of ownership in OCA and belonging
 - Art display

- Child care
 - Current enrollment working well
 - Unlikely that school district will be administering child care, but will likely outsource
 - Child care begun operating from OCA's two main rooms and then from a classroom in the school. It then operated out of a multiuse space in the school to eliminate the challenges with regular tear-down and set-up of both the classroom and childcare. Child care was then removed from the school and began operating out of the chapel. Finally, over the last five years, child care was opened in three separate locations to meet child care needs for other school districts
- Fitness
 - Dedicated fitness room not needed as there are many existing recreational facilities in the area; instead, a multipurpose school gym-type space would be valuable and could accommodate heavy equipment, basketball hoops, badminton, floor hockey, yoga/dance studio with mirrors and barre, events, etc.
- Staff facilities
 - Would also help with staff retention
- Art display



- Could be in general gathering area where people relax
- Kitchen
 - Similar to Fairfield kitchen; while challenging, potential for soup kitchen serving Oaklands residents
 - Commercial kitchen for workshops, growing businesses, etc.
- Makerspace
 - Part of multipurpose space
 - Includes wet bar, equipment, moveable carts to allow flexibility in transformation of space, storage, etc.
 - Could benefit artists-in-residence
- Storage
- Outdoor areas
 - Currently the school yard
 - Ideally includes covered outdoor area, play area, skate park, pump track; visual and functional focus such as permanent ping pong table; and shelter structures such as gazebos, pavilion, outdoor stage, etc.
- Secure parking for OCA van

Funding

- Comprehensive development a possible funding

source, but as a non-profit, feasibility in question, conflicting philosophies, and conflicts of interest

5. *In 2034, OCA is asked to present to, say, the Union of BC Municipalities about the recent success of the organization. What are the elements that are key to that success? How did you achieve that success? What were the greatest risks you faced?*

Elements for success

- Maintaining strong relationships with School District and City of Victoria, among others
- Maintaining strong relationships with long-term staff and volunteers
- Flexibility and adaptability so that community needs are continually acknowledged and supported; future-proofing
- Community buy-in would give existing and prospective community members a sense of ownership in OCA
- Succession planning in progress

Risks

- Safety, as OCA building would be simultaneously accommodating all groups of people
- The possibility of no longer having support from the School District and City



Appendix C – Community Profile

Oaklands Neighbourhood

Oaklands is one of 12 neighbourhoods that make up Victoria, BC. It's located in the northeast corner of Victoria and is bounded by North Dairy Road along its north side, Shelbourne Street to the east, Haultain Street to the south, and Cook Street to the west. Oaklands is 175 hectares (430 acres) in area.

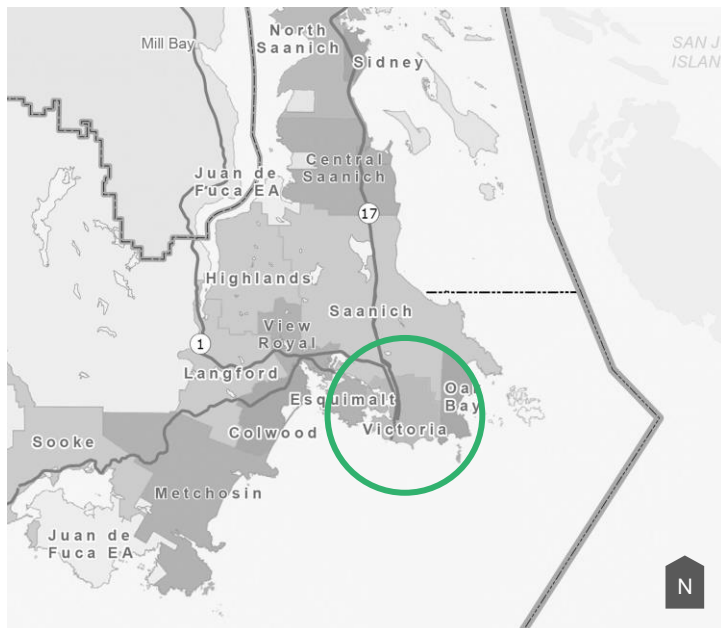


Fig. 1. Victoria, BC

Source: Adapted from the *City of Victoria - Capital Regional District Map*



Fig. 2. Victoria's 12 Neighbourhoods

Source: Adapted from the *City of Victoria - Oaklands Neighbourhood Map*



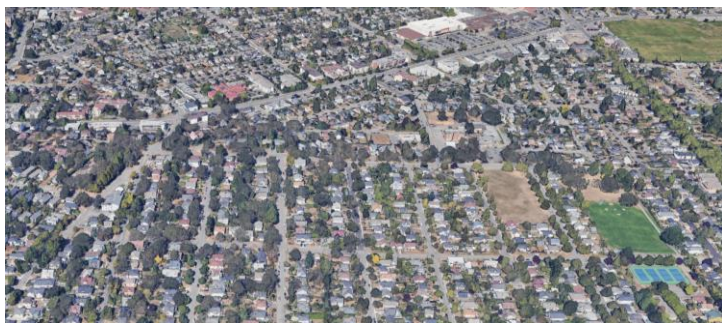


Fig. 3. Oaklands
Source: *Google Earth*

Existing Development

As of the 2021 Census, the majority of Oaklands residents live in low-rise apartments followed by those in mid- to high-rises; single-detached homes; and equally, row houses and duplexes; semi-detached housing; and moveable dwellings. Most residents live in older buildings constructed in 1960 and earlier. The proportion of home owners to renters is roughly half, with a slightly higher number of owners.

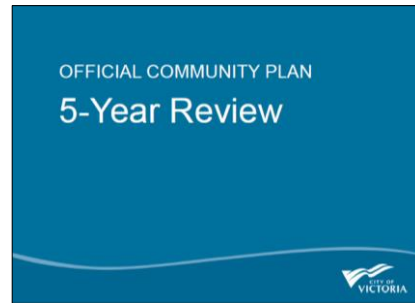
Most commercial development is concentrated in the neighbourhood's northeast corner and along Hillside Avenue. Downtown Victoria is approximately 7 minutes away by car. Royal Jubilee Hospital, the nearest hospital, is just outside of Oaklands to the southeast, and approximately 5 minutes by car. Oaklands Elementary School, located central to the neighbourhood, leases space to the Oaklands Community Centre.

There are several parks throughout, with many surrounding the neighbourhood as well.

Future Development

The City of Victoria conducts yearly and five-year reviews of its *Official Community Plan* (OCP), which was adopted by Council in 2012 and last updated in September 2023. This Plan looks at city enhancements and measures benefitting the lives of Victoria residents to the year 2041. Reviews of the OCP are conducted both yearly and every five years.





The following figures provide an overview of relevant OCP residential, commercial and environmental targets and strategies specific to Oaklands or those which will impact the neighbourhood. See the City's *Official Community Plan Annual and Five-Year Review* for further details.

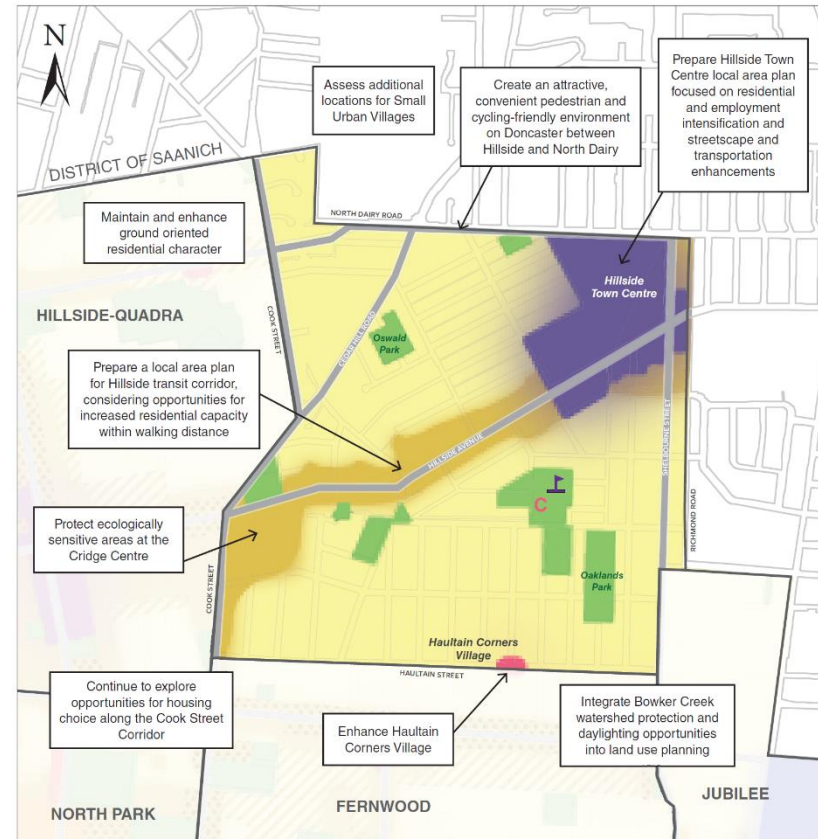


Fig. 4. Oaklands Strategic Directions
Source: City of Victoria Official Community Plan (Refer to p.190 for further details)

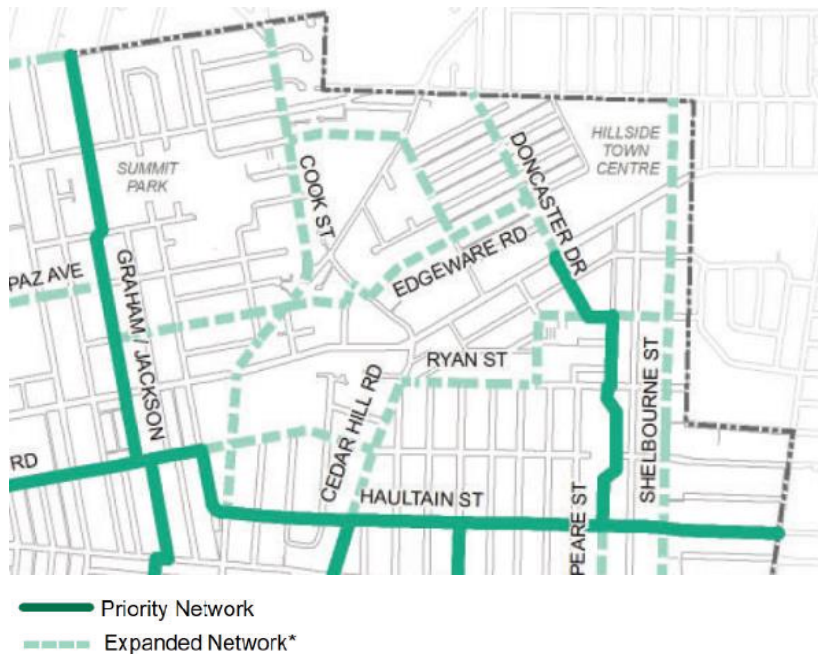


Fig. 5. All Ages and Abilities Cycling Network
Source: *City of Victoria Official Community Plan*

From 2012, there has been a significant increase in the provision of Greenways, particularly since 2020. This Greenways network is made up of shared-use pathways for various road users.

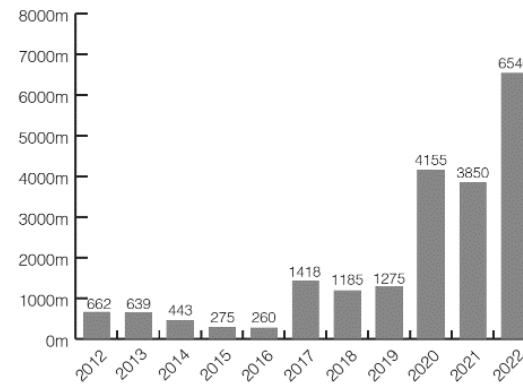


Fig. 6. Annual Greenway Network Improvements
Source: Adapted from the *City of Victoria Official Community Plan Annual Review (2022)*

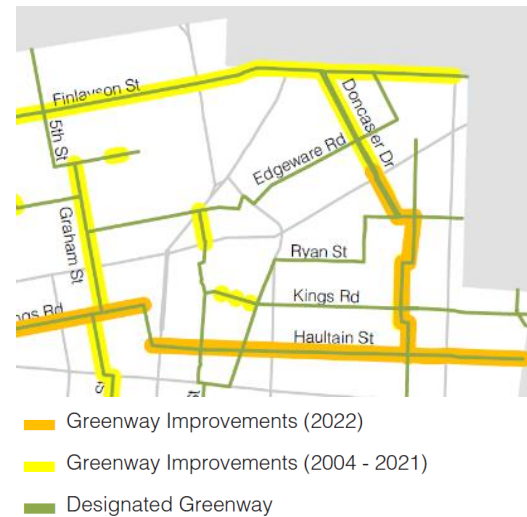


Fig. 7. Oaklands Greenway Improvements
Source: *City of Victoria Official Community Plan Annual Review (2022)*

There's been an overall increase since 2012 in the number of net new housing units, which are calculated based on the number of building permits issued.

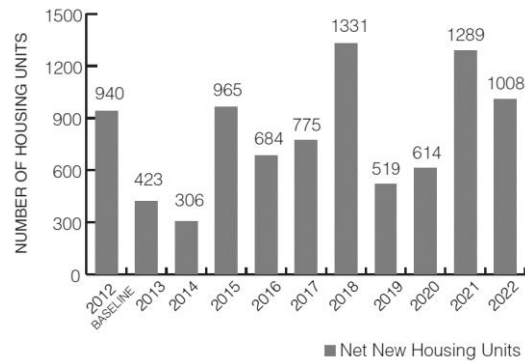
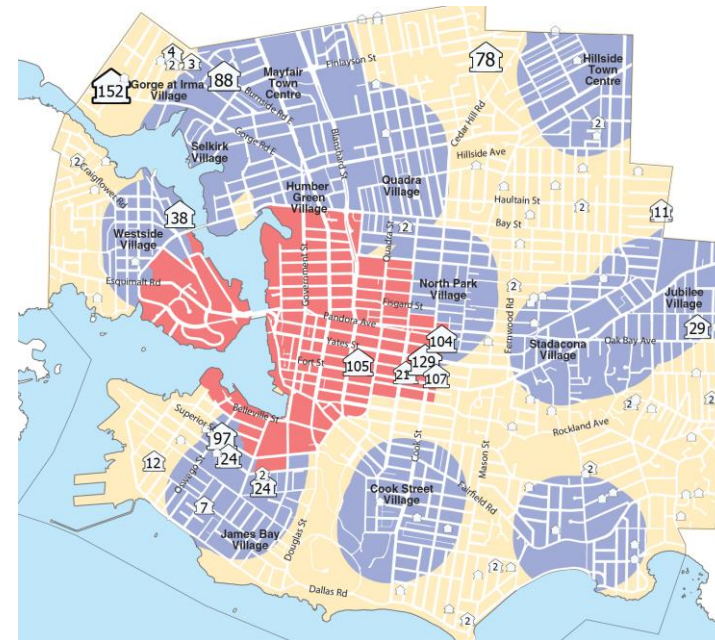


Fig. 8. Net New Housing Units in the City of Victoria

Source: Adapted from the *City of Victoria Official Community Plan Annual Review (2022)*

As shown below the City of Victoria aims to increase housing across all of Victoria, with a significant number anticipated for Oaklands. Further, in 2023, a change in legislation was made to increase the number of small-scale multi-unit housing on previously zoned single-family and duplex lots in BC¹. At this current time, the City of Victoria has updated its zoning bylaws to facilitate this change. Over the next 10 years, approximately 130,000 new homes will be constructed across BC.



🏠 New Housing Unit (single unit)

🏠# New Housing Unit (# of units)

Urban Core - 466 units (40%)

400 m walking distance from Town Centres/Large Urban Villages - 486 units (42%)

Small Urban Villages and remainder of residential areas - 202 units (17%)

Fig. 9. New Housing Units in Growth Target Areas

Source: *City of Victoria Official Community Plan Annual Review (2022)*

¹ See Larsen.

In 2022, there were 1,154 new housing units in Victoria. Oaklands saw a higher number of new housing units relative to many of Victoria's other neighbourhoods.

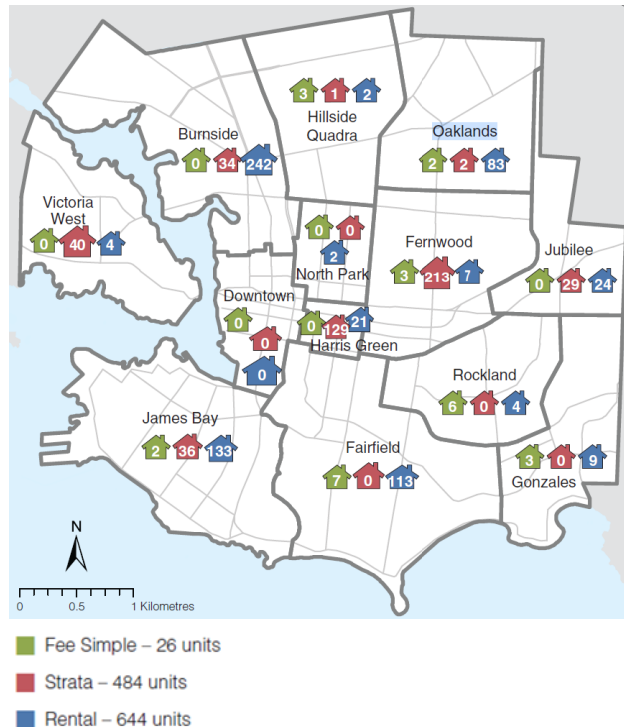


Fig. 10. New Gross Housing Units by Tenure
Source: *City of Victoria Official Community Plan Annual Review (2022)*

Population

According to the 2021 Census, the total population of Oaklands was 7,585 people (+6.5% from 2016 Census). Most people were 15 to 64 years of age, with an average age of 48 years.



2025-10-10 (2332-1)

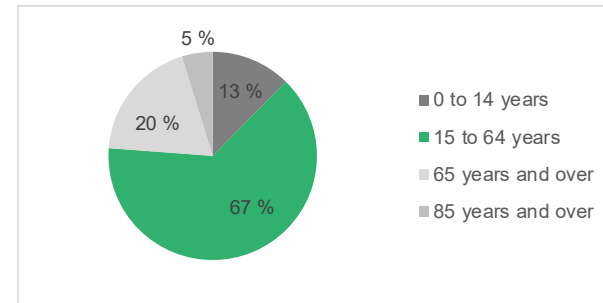


Fig. 11. Total Population Distribution by Age Groups (%)
Source: Adapted from the *City of Victoria Open Data Portal - 2021 Short Form Census*

The average size of a census family was 2 people and the average number of children in a census family with children was 2 children.

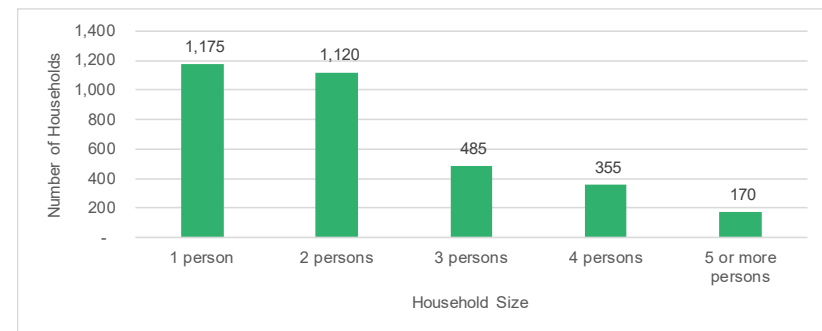


Fig. 12. Total Private Households by Size
Source: Adapted from the *City of Victoria Open Data Portal - 2021 Short Form Census*

In 2021, a significant majority of Oaklands' population spoke either English or French most often at home, whereas almost 10% of Oakland's population spoke languages other than English and French.

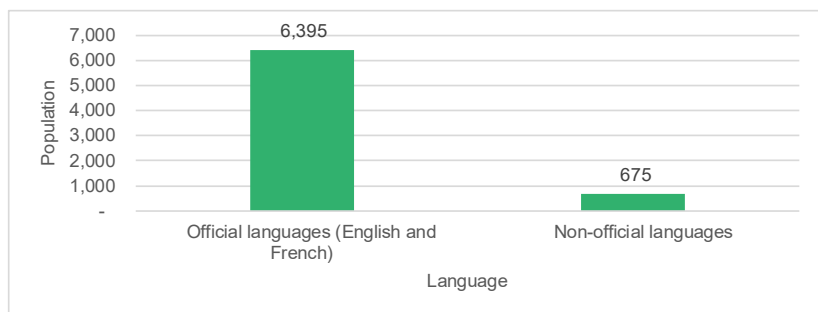


Fig. 13. Language Spoken Most Often at Home (Excluding Institutional Residents)
Source: Adapted from the [City of Victoria Open Data Portal - 2021 Short Form Census](#)

Oaklands' population in 2021 was greatly represented by households with an annual gross income \$100,000 and over.

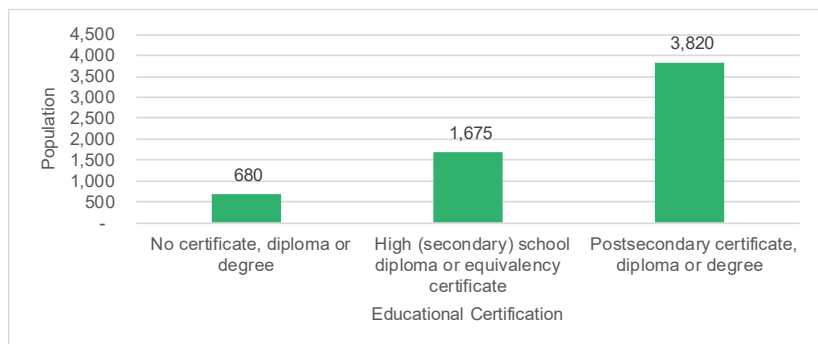


Fig. 14. Highest Certificate, Diploma or Degree for the Population Aged 15 Years and Over in Private Households
Source: Adapted from the [City of Victoria Open Data Portal - 2021 Long Form Census](#)

A large majority of Oaklands residents had post-secondary education.

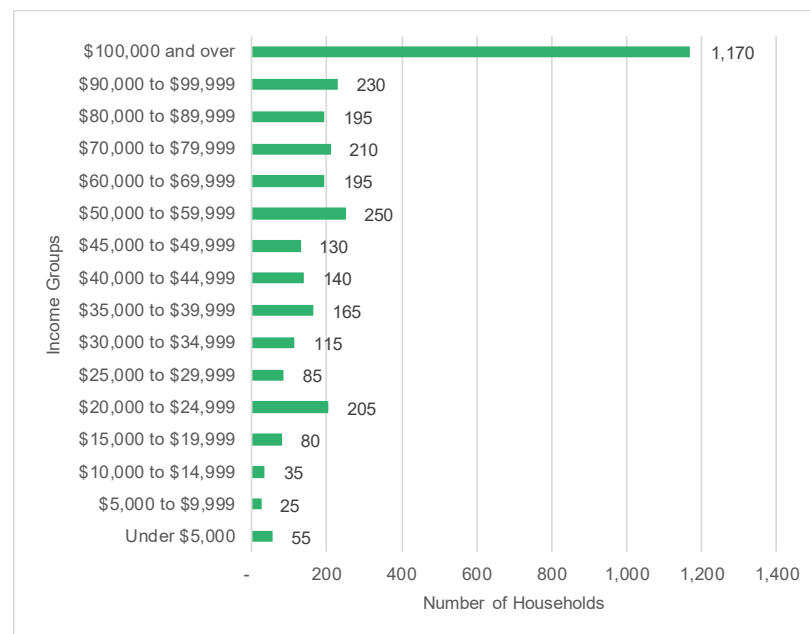


Fig. 15. Total Household Income Groups in 2020 for Private Households
Source: Adapted from the [City of Victoria Open Data Portal - 2021 Long Form Census](#)



Appendix D – Benchmarking Neighbourhood Houses/Community Associations

Organization Name	Population Size	Total FTE	Total Staff	Multipurpose Room Quantity	Studio Quantity	Gym Quantity	Other Spaces	Childcare FT 0-3yrs	Childcare FT 3-5yrs	Childcare OSC	Childcare PT	Shared Spaces	Notes
Esquimalt NH	Some specific to Esq., Vic West, and View Royal, other services offered to the CRD pop. So pop. varies	6 staff, 7 contractors, 55 active volunteers	<- see FT column	3	0	0	Mental health counselling - (included in multipurpose spaces) -6	0	0	0	0	Other orgs use Esq/ spaces, including ALANON and NA	
Saanich NH	130,000	30 FT	40	2	0	0	2 board, 5 childcare, 2 kitchens, 12 offices (2.5 rented to Island Health), 3 outdoor playgrounds	24	25	0	40	Preschool rooms are in Pearkes and are rented from the rec centre, 1 board room is shared with Pearkes as well	
Fairfield Gonazales	17,000 in the immediate area but does not directly related to number of users	30 FT	70	1	0	0	3 classroom type spaces, 1 portable, 1 youth lounge-type space	8	17	164	18 preschool prgm)	Joint use with Sir James Douglas School - use their gym and multipurp room in exchange for the multip. Room at FGA (few hours/wk) Rent 5 spaces at Margret Jenins School for OSC).	Space available is not sufficient to meet community needs



Appendix E – Class D Cost Estimate

The following notes are to be kept in mind when reading the subsequent cost estimate report:

- *A location factor for Victoria is assumed at 5%. At this early stage, government-issued Location Factors (August 2024) are generally relied upon for this, but a negative 8% is indicated for Victoria, which LEC doesn't believe to be reasonable.*
- *Provided an allowance for the shell cost for the foyer and gym to be of a heavier structure than the other spaces, which is in line with most designs LEC is currently seeing.*
- *Childcare outdoor play area and site aspects have been provided as a separate sheet towards the end of the report, so as not to muddy the building costs.*
- *As described in the program, allowances have been made for miscellaneous site works such as site clearing, site furnishings, etc*
- *The project has been escalated to Q1 2028. Based on the Feasibility Study, LEC figures on a pre-planning time frame, design period, tendering, award, mobilization, then to mid-point of construction. This is easily revised if expectations differ.*





11th February 2025

Resource Planning Group Inc.
Suite #205 - 1525 West 8th Avenue
Vancouver, BC
V6J 1T5

Terminal City Club Tower
Suite 609 - 837 West Hastings Street
Vancouver, BC
V6C 3N6
T: (604) 568-3711
www.lec.bc.ca

Attention: Mr. Mark Mehrer, BA, BEd, LLB
Senior Principal

OAKLANDS COMMUNITY ASSOCIATION
VICTORIA, BC

We have reviewed the project documents and prepared a Class D Design Stage
Cost Plan and enclose our report.

Please note the conditions on which the costs are based and the items excluded.

Yours very truly,
LEC Group


Mark L. Russell PQS(P) MRICS
Partner

MR/ep
3147/M250211Est

LEC GROUP



OAKLANDS COMMUNITY ASSOCIATION
VICTORIA, BC

11th February 2025

Class D Design Stage Cost Plan

Submitted To:

Mark Mehrer



LEC GROUP



2025-10-10 (2332-1)

OAKLANDS COMMUNITY ASSOCIATION
VICTORIA, BC



Class D Design Stage Cost Plan – 11th February 2025

PROJECT DESCRIPTION

The project encompasses a new Community Centre for the Oaklands Community Association in Victoria, BC.

The proposed program spaces consist of Main Reception/Entry/Foyer, Child Care, Multi Purpose Areas, Staff Offices, and Back of House spaces.

The building is complemented with a planned outdoor area of 1,389m²

PROJECT AREA

Gross Floor Area (Building) 4,030 m²

DOCUMENTS AND DATA

This report has been prepared using information gathered from the following documents and activities:

Description	Date	Author
Oaklands Community Association Feasibility Study; 70 pages	31 st January 2025	RPG

PROJECT CALENDAR

A project start date has not yet been advised.

In order to allow sufficient time for planning, design, and tendering of the project, and in line with standard practice, we have made an allowance for escalation to a mid-point of construction of Q1 2028.

CONTRACT CONDITIONS

The costs are based on the project being executed through Construction Management contract on standard form documents. Bids will be sought, in select competition, with tenders received from at least three sub-contractors for each major sub-trade.

3147/M250211Est

1

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OAKLANDS COMMUNITY ASSOCIATION
VICTORIA, BC



Class D Design Stage Cost Plan – 11th February 2025

DESIGN CONTINGENCY

At this stage of the design, a design contingency is included within the Construction Budget to help offset any differences between our assumptions and those of the design team.

We have made an allowance of 15% at this early stage in the design, based on the level of detail provided.

As the design evolves and progresses this design contingency is gradually reduced and absorbed within the main body of the cost.

PHASING ALLOWANCE

A phasing allowance is excluded from our cost plan.

INFLATION AND MARKET CONDITIONS

An escalation allowance to Q1 2028 is included in our cost plan.

CHANGE ORDER CONTINGENCY

A change order allowance of 5% is included in our cost plan.

EXCLUSIONS

Abnormal Subsurface Conditions (rock or inadequate soil)
Hazardous Materials Abatement
Phasing Allowance
Escalation Allowance beyond Q1 2028
Erosion and sediment control
Removal, realignment or reinstatement of existing underground services
Upgrades to utilities
Works outside of project area
Afterhours / weekend work / shift premium

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2025-10-10 (2332-1)



METHODOLOGY

The costs were developed through measurement of materials, labour, equipment and items of work in as much detail as the documents would provide. Allowances are included where measurement was not practical. All measurement was carried out in accordance with the Standard Method of Measurement published by the Canadian Institute of Quantity Surveyors.

EXECUTIVE COST SUMMARY



OAKLANDS COMMUNITY ASSOCIATION
CLASS 'D' ORDER OF MAGNITUDE ESTIMATE
February 11, 2025

PROJECT COST ESTIMATE

		TOTAL
A. LAND COST		Excluded
1 Land		Excluded
2 Legal Fees		Excluded
B. CONSTRUCTION		\$39,335,800
1 Building	\$7,668 /m ²	30,903,300
2 Child Care Outdoor Areas	\$2,012 /m ²	6,390,400
3 On-Site Works		
- Outdoor Areas	\$752 /m ²	1,042,100
- Other Site Works (Allowance)	LS	1,000,000
4 Demolition Of Existing Buildings Or Site Works		Excluded
5 Removal of Hazards Materials (Excluded)		Excluded
6 Infrastructure / Off-Site Works (Excluded)		Excluded
C. CONTINGENCIES		\$17,235,100
1 Design Contingency (Design & Program Changes)	15.00%	5,900,400
2 Escalation Contingency (3 years allowance @ 6.0% p.a.)	19.10%	8,640,800
3 Post Tender Change Order Contingency	5.00%	2,693,900
D. ESCALATED CONSTRUCTION COST INCLUDING CONTINGENCIES Q1 2028		\$56,570,900
E. PROFESSIONAL FEES (Allowances, % of Item D)	12.00%	\$6,789,000
F. PERMITS, FEES AND INSURANCE (Allowances)		\$1,558,000
1 Development Cost Charges	1.0%	566,000
2 Building Permits	1.4%	792,000
3 Allowance for Utility Connection Fees (Hydro, Terasen, Telus etc)	Allow	200,000
G. MANAGEMENT & OVERHEAD		\$3,960,000
1 Owners Project Management Fee	2.50%	1,414,300
2 Owners Planning and Administrative Cost	2.00%	1,131,400
3 Project Insurance	1.50%	848,600
4 Project Commissioning, Move-In	1.00%	565,700
H. SOFT COSTS PROJECT CONTINGENCY (% of Items E + F + G)	10%	\$1,230,700
SUB-TOTAL (Excluding FF&E)		\$70,108,600
I. FURNISHINGS, FITTINGS & EQUIPMENT (Allowance)		\$11,314,200
1 Loose FF&E, IT/IMIT Allowance (% of Item D)	20.00%	11,314,200
J. GST (Excluded)		Excluded
K. FINANCING CHARGES (Excluded)		Excluded
L. TOTAL ESCALATED PROJECT COST (Excl. Finance Charges, Exclusions & GST) Q1 2028		\$81,422,800
STATISTICS		
1 Gross Floor Area (m ²)		4,030 m ²
2 Net Building Cost (excl. site development) \$/m ² (Item B1)		\$7,668 /m ²
3 Net Construction Cost (excl. Contingencies) \$/m ² (Item B) Q1 2025 \$		\$9,761 /m ²
4 Total Escalated Construction Cost \$/m ² (Item D) including contingencies		\$14,037 /m ²
5 Total Project Cost (including all soft costs, contingencies and escalation) \$/m ² (Item L)		\$20,204 /m ²

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2025-10-10 (2332-1)

COST PLAN



OAKLANDS COMMUNITY ASSOCIATION
CLASS 'D' ORDER OF MAGNITUDE ESTIMATE
February 11, 2025

BUILDING COST ESTIMATE

Component	Area		Total	
	NSM	\$/m²	\$	
1. MAIN ENTRANCE, FOYER, AND RECEPTION				
01 Draft Lobby	8.00	9,138	73,100	
02 Foyer	50.00	9,136	456,800	
03 Reception	12.00	9,925	119,100	
04 Work Area	8.00	8,663	69,300	
05 Coffee Counter	6.00	6,833	41,000	
06 Cozy Alcove	10.00	6,830	68,300	
07 Enclosed Office, Recreation and Programs Coordinator	9.20	6,304	58,000	
08 Enclosed Office, Counselling	11.20	6,295	70,500	
09 Public Washroom	24.00	11,550	277,200	
10 Public Washroom	5.60	11,554	64,700	
11 General Storage	8.00	5,725	45,800	
12 Food Box Storage	7.40	5,730	42,400	
13 Housekeeping Closet	3.60	5,722	20,600	
Sub-Total	163.00	8,631	1,406,800	
Grossing Factor 1.2	32.00	8,631	276,200	
Total - Main Entrance, Foyer, And Reception	195.00	8,631	\$1,683,000	

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2025-10-10 (2332-1)



OAKLANDS COMMUNITY ASSOCIATION
CLASS 'D' ORDER OF MAGNITUDE ESTIMATE
February 11, 2025

BUILDING COST ESTIMATE

Component	Area		Total	
	NSM	\$/m²	\$	
2. CHILD CARE				
Indoor Areas				
Group Child Care, Full-Time - Infant/Toddler (12 children per group)				
01	Cubby Area	21.00	7,876	165,400
02	Activity Area	103.80	7,351	763,000
03	Activity Area: Multipurpose/Nap Space	22.40	7,348	164,600
04	Mat Storage	6.00	6,317	37,900
05	Nap Room	31.60	7,351	232,300
06	Children's Washroom	11.00	11,555	127,100
07	General Storage	14.00	5,729	80,200
Subtotal - Group Child Care, Full-Time -		209.80	7,486	1,570,500
Group Child Care, Full-Time - Ages 3-5 (25 children)				
08	Cubby Area	12.50	7,880	98,500
09	Activity Area	98.90	7,350	726,900
10	Activity Area: Multipurpose/Nap Space	16.70	7,347	122,700
11	Mat Storage	5.00	6,300	31,500
12	Children's Washroom	12.40	11,548	143,200
13	General Storage	8.00	5,725	45,800
Subtotal - Group Child Care, Full-Time - Ages 3-5		153.50	7,613	1,168,600
Group Child Care, Full-Time - Shared Spaces				
14	Adult Washroom	9.20	11,554	106,300
15	Kitchen - Shared between IT	10.20	9,451	96,400
16	Kitchen - 3-5 years	8.50	9,459	80,400
17	Office	7.00	6,300	44,100
18	Staff Break Area	7.60	6,461	49,100
19	Staff Lockers	5.00	5,880	29,400
20	Laundry Area	3.50	5,971	20,900
21	Utility Closet	3.20	5,719	18,300
22	Indoor Garbage and Recycling Area	3.00	5,733	17,200
23	Emergency Supplies Storage	7.40	5,730	42,400
Subtotal - Group Child Care, Full-time - Shared Spaces		64.60	7,810	504,500
Subtotal - Group Child Care Full-Time (12+12+25 children)		427.90	7,580	3,243,600

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2

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OAKLANDS COMMUNITY ASSOCIATION
CLASS 'D' ORDER OF MAGNITUDE ESTIMATE
February 11, 2025

BUILDING COST ESTIMATE

Component	Area	Total		
	NSM	\$/m²	\$	
Group Child Care, Full-Time (25 children)				
24	Cubby Area	25.00	7,876	196,900
25	Activity Area	197.80	7,350	1,453,800
26	Activity Area: Multipurpose/Nap Space	33.40	7,350	245,500
27	Mat Storage	10.00	6,310	63,100
28	Children's Washroom	13.10	11,550	151,300
29	General Storage	16.00	5,725	91,600
	Subtotal - Group Child Care, Full-Time	295.30	7,458	2,202,200
Group Child Care, Full-Time - Shared Area				
30	Adult Washroom	4.60	11,543	53,100
31	Kitchen	10.20	9,451	96,400
32	Staff Office	7.00	6,300	44,100
33	Staff Break Area	5.60	6,464	36,200
34	Staff Lockers	3.20	5,875	18,800
35	Laundry Area	3.50	5,971	20,900
36	Utility Closet	1.60	5,750	9,200
37	Indoor Garbage and Recycling Area	2.00	5,750	11,500
38	Emergency Supplies Storage	6.00	5,733	34,400
	Subtotal - Group Child Care, Part Time - Shared Spaces	43.70	7,428	324,600
	Subtotal - Group Child Care Full-Time (25+25 children)	339.00	7,454	2,526,800

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LEC GROUP



2025-10-10 (2332-1)



OAKLANDS COMMUNITY ASSOCIATION
CLASS 'D' ORDER OF MAGNITUDE ESTIMATE
February 11, 2025

BUILDING COST ESTIMATE

Component	Area	Total	
	NSM	\$/m²	\$
Out of School Care (OSC) (30 Children)			
39 Cubby Area	48.00	7,875	378,000
40 Activity Area	424.00	7,350	3,116,400
41 Activity Area: Multipurpose/Nap room	57.60	7,351	423,400
42 Children's Washroom	26.60	11,549	307,200
43 General Storage	40.00	5,723	228,900
Subtotal - OSC	596.20	7,470	4,453,900
OSC - Shared Spaces			
44 Adult Washroom	9.20	11,554	106,300
45 Kitchen	20.40	9,451	192,800
46 Break Area	11.20	6,455	72,300
47 Office, OSC Manager	9.20	6,304	58,000
48 Office, OSC Assistant	21.00	6,300	132,300
49 Staff Lockers	4.80	5,875	28,200
50 Laundry Area	7.00	5,986	41,900
51 Utility Closet	3.20	5,719	18,300
52 Indoor Garbage and Recycling Area	6.00	5,733	34,400
53 Emergency Supplies Storage	7.40	5,730	42,400
Subtotal - OSC - Shared Spaces	99.40	7,313	726,900
Subtotal - OSC (30x4 children)	695.60	7,448	5,180,800
Sub-Total	1,462.50	7,488	10,951,200
Grossing Factor 1.25	367.50	7,488	2,751,900
Total - Child Care	1,830.00	7,488	\$13,703,100

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4

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OAKLANDS COMMUNITY ASSOCIATION
CLASS 'D' ORDER OF MAGNITUDE ESTIMATE
February 11, 2025

BUILDING COST ESTIMATE

Component	Area	Total	
	NSM	\$/m²	\$
3. MULTI-PURPOSE AREAS			
01 Gym	520.00	8,715	4,531,800
02 Storage	40.00	5,723	228,900
03 Studio	90.00	7,456	671,000
04 Storage	12.00	5,725	68,700
05 Multipurpose Room	90.00	6,616	595,400
06 Storage	20.00	5,725	114,500
Outdoor Deck	0.00	-	-
07 Community Kitchen	48.00	9,450	453,600
08 Storage/Pantry	12.00	5,725	68,700
09 Food Security Storage Room	18.00	6,528	117,500
10 Community Lounge	50.00	6,458	322,900
Outdoor Plaza	0.00	-	-
11 Meeting Room	30.00	6,827	204,800
12 Washroom, Universal	9.20	11,554	106,300
13 Accessible Shower	5.60	11,554	64,700
14 Laundry Room	3.50	5,971	20,900
15 Housekeeping Closet	7.40	5,730	42,400
Sub-Total	955.70	7,965	7,612,100
Grossing Factor 1.25	239.30	7,965	1,906,000
Total - Multi-Purpose Areas	1,195.00	7,965	\$9,518,100

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LEC GROUP



2025-10-10 (2332-1)



OAKLANDS COMMUNITY ASSOCIATION
CLASS 'D' ORDER OF MAGNITUDE ESTIMATE
February 11, 2025

BUILDING COST ESTIMATE

Component	Area		Total	
	NSM	\$/m²	\$/m²	\$
4. STAFF OFFICES				
01 Office, Co-Executive Director	22.40	6,299		141,100
02 Office, Community Development Coordinator	9.20	6,304		58,000
03 Office, Events Coordinator	9.20	6,304		58,000
Office, Recreation and Programs Coordinator	0.00	-		-
04 Open Office Area	10.00	6,310		63,100
05 File Storage	10.00	5,730		57,300
Meeting Room	0.00	-		-
06 Staff Work Area	8.00	6,300		50,400
07 Staff Washroom	4.50	11,556		52,000
08 Staff Shower	4.60	11,543		53,100
09 Staff Breakroom	12.00	6,458		77,500
10 Lockers	3.00	5,900		17,700
Sub-Total	92.90	6,762		628,200
Grossing Factor 1.40	37.10	6,763		250,900
Total - Staff Offices	130.00	6,762		\$879,100

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OAKLANDS COMMUNITY ASSOCIATION
CLASS 'D' ORDER OF MAGNITUDE ESTIMATE
February 11, 2025

BUILDING COST ESTIMATE

Component	Area		Total	
	NSM	\$/m²	\$/m²	\$
5. BACK OF HOUSE				
01 General Storage	40.00	5,723		228,900
02 IT Room	8.00	12,600		100,800
03 Housekeeping Supplies	8.00	5,725		45,800
Housekeeping Closet	0.00	-		-
04 Waste and Recycling Holding	10.00	5,730		57,300
Sub-Total	66.00	6,558		432,800
Grossing Factor 1.25	19.00	6,558		124,600
Total - Back Of House	85.00	6,558		\$557,400
TOTAL CGSM	3,435.00	7,668		26,340,700
Building Grossing Factor 1.17	595.00	7,668		4,562,600
TOTAL BUILDING COST (Q1 2025 \$)	4,030 m²	7,668		\$30,903,300

Exclusions:

- The above estimate is for net building construction cost only.
- Site development is excluded.
- Off-site works are excluded.
- Removal of contaminated soils or hazardous materials including remediation
- Soft costs such as professional fees, DCCs and building permits, management, FF&E are excluded.
- The above estimate is current January 2025 dollars and no escalation has been included.
- Goods & Services Tax

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LEC GROUP



2025-10-10 (2332-1)



OAKLANDS COMMUNITY ASSOCIATION
CLASS 'D' ORDER OF MAGNITUDE ESTIMATE
February 11, 2025

OUTDOOR AREAS COST ESTIMATE

Component	Area		Total	
	NSM	\$/m ²		\$
2. CHILD CARE				
<u>Outdoor Areas</u>				
<u>Infant/Toddler (12 children)</u>				
Covered Multipurpose Play Zone	66.00	3,150		207,900
Outdoor Play Zones	270.00	1,890		510,300
Outdoor Storage	16.00	1,050		16,800
Program Stroller Storage	10.00	1,050		10,500
<i>Subtotal</i>	<i>362.00</i>	<i>2,059</i>		<i>745,500</i>
<u>Ages 3-5 (25 children)</u>				
Covered Multipurpose Play Zone	135.00	3,150		425,300
Outdoor Play Zones	915.00	1,890		1,729,400
Outdoor Storage	36.00	1,050		37,800
<i>Subtotal</i>	<i>1,086.00</i>	<i>2,019</i>		<i>2,192,500</i>
<u>Out of School Care (30 children)</u>				
Covered Multipurpose Play Zone	180.00	3,150		567,000
Outdoor Play Zones	1,500.00	1,890		2,835,000
Outdoor Storage	48.00	1,050		50,400
<i>Subtotal</i>	<i>1,728.00</i>	<i>1,998</i>		<i>3,452,400</i>
Total - Child Care Outdoor Areas	3,176.00	2,012		\$6,390,400

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LEC GROUP



OAKLANDS COMMUNITY ASSOCIATION
CLASS 'D' ORDER OF MAGNITUDE ESTIMATE
February 11, 2025

OUTDOOR AREAS COST ESTIMATE

Component	Area		Total	
	NSM	\$/m ²		\$
6. OTHER OUTDOOR AREAS				
Outdoor Plaza	200.00	1,050		210,000
Outdoor Deck	75.00	1,051		78,800
Event Space	600.00	630		378,000
Waste and Recycling	4.00	850		3,400
Parking, OCA Van	14.00	736		10,300
Parking, Vehicle	406.00	735		298,400
Parking, Electric Vehicle	27.00	733		19,800
Parking, Accessible	21.00	733		15,400
Parking, Accessible, Van	25.00	736		18,400
Parking, Bicycle, Short-Term	13.00	738		9,600
Total - Other Outdoor Areas	1,385.00	752		\$1,042,100

Exclusions:

- The above estimate is for net construction cost only.
- Off-site works are excluded.
- Removal of contaminated soils or hazardous materials including remediation
- Soft costs such as professional fees, DCCs and building permits, management, FF&E are excluded.
- The above estimate is current January 2025 dollars and no escalation has been included.
- Goods & Services Tax

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2025-10-10 (2332-1)

Appendix F – References

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