



# STAFF REPORT TO THE BOARD

**DATE OF REPORT** April 14, 2025  
**MEETING TYPE & DATE** Regular Session Board of April 23, 2025  
**FROM:** Facilities & Transit Division &  
Corporate Services Department  
**SUBJECT:** Board Room Renovation Project – Scope of Work Direction  
**FILE:** 0810-20

## **PURPOSE/INTRODUCTION**

The purpose of this report is to seek direction on the scope of work for the 2025 Board Room Renovation Project.

## **RECOMMENDED RESOLUTION**

That the Board endorse the following changes to the Board Room Renovation Project, as presented on October 30, 2024:

1. That the scope of the project be limited to replacement of the podium with a height adjustable unit for a cost of up to \$10,000 with F100 Operating Reserve funding;
2. That remaining scope elements of the project as presented to the Board on October 30, 2024, be deferred indefinitely;
3. That the Growing Communities Fund grant funding of \$100,000 allocated to the Board Room Renovation Project be reallocated to another project to be presented to the Board for consideration; and
4. That staff proceed with conceptual and detailed design for expansion of the current Board Room.

## **BACKGROUND**

To prepare for future increases in Board membership, the CVRD initiated a Board Room space planning exercise in late 2023. In 2024, project planning exercises were completed, including development of a CVRD project team, interest-holder (Board/Committee member) engagement, and development of conceptual design options by an interior design consultant. Based on the results of this engagement work, the consultant prepared conceptual designs for consideration by the CVRD (see Attachment A).

In December 2024, the Board Room underwent a comprehensive AV technology upgrade to enhance meeting experiences and support future software integrations. The project included the installation of new microphones, displays, speakers, hearing assist systems, and centralized control hardware, ensuring a seamless, turnkey meeting environment.

The AV technology project is now nearing completion, with as-built documentation and user guides currently being developed by the consultant and CVRD IT. The total AV portion of the project budget was \$228,624.88, which was on budget (excluding GST).

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In October 2024, a report was presented to the Board seeking direction for the scope of the project. The report presented two options: revised layout of the existing space with new furniture (Phase 1) or expansion of the Board Room (Phase 2). The Board endorsed proceeding with Phase 1, pending adoption of the 2025 budget.

The endorsed Phase 1 scope includes a revised layout to the Board Room, replacement of existing furniture (tables, chairs, podium), security barrier and, pending budget availability, lighting upgrades, carpet replacement, and room repainting. The revised layout design allows for additional members around the Board table and replaces the existing podium with a smaller sit/stand podium. Due to the increased Board table size, public gallery capacity would be reduced from the current 42 seats to 20.

### **ANALYSIS**

After receiving Board endorsement for Phase 1 of the project, staff continued to work with the interior design consultant to finalize the detailed design drawings and begin selecting furniture and finish options. A variety of local and domestic furniture suppliers were engaged to gather options and pricing, and a selection of finishes and lighting options were reviewed and confirmed by the Senior Management Team in early March 2025.

Throughout this project, the timeline for requiring additional capacity around the Board table for new members has been a factor with no immediate requirement for the expanded seats at the table. Considering the impact on the proposed changes on public gallery seating capacity and the lack of immediate need for additional Board table capacity, staff are requesting additional direction from the Board regarding the scope of the project.

Without the need for immediate expansion of the existing Board table, it is recommended that the project scope is deferred, with the exception of the podium replacement. The new podium design will be a height adjustable sit/stand table that will improve accessibility for those with mobility needs. Purchase and installation of the new podium is not expected to exceed \$10,000 and will be funded through Function 200 operating reserves.

As indicated in the October 30, 2024 staff report, there is a likely need in the next 5 to 10 (or more) years to expand the current footprint of the Board Room if the Ingram Street Administration Building remains the desired location for Board and Committee meetings. With increases in Board membership, staff attendance and presentation requirements, site security, and public attendance interest extending beyond capacity of the room, the current space cannot facilitate required capacity either in room occupancy or in a manner that meets universal design standards.

To prepare for future expansion of the space, it is recommended to retain an architectural consultant to prepare detailed design (shelf ready) plans and specifications for a cost not to exceed \$25,000 and funded through Function 200 operating reserves. Options may include the use of modular wall systems to create expansion opportunities as needed based on meeting requirements or a permanent expanded space, pending structural and other building code requirements. This design work will also identify and address the effect of increased Board Room space on adjacent staff work and meeting spaces.

In summary, for 2025 it is recommended to defer all project scope elements with the exception of the following:

- 1) Replace the existing podium with a new height adjustable (accessible) podium for a cost not to exceed \$10,000; and
- 2) Retain an architectural consultant to prepare detailed design drawings for expansion of the Board Room at a future date.

### **FINANCIAL CONSIDERATIONS**

The project currently has approved funding inclusive of \$70,000 for furniture funded by Function 200 operating reserves and \$183,825 for the room renovations, which is funded by \$100,000 from the Growing Communities Fund and \$83,825 from the Function 200 operating reserves for a total project budget of up to \$253,825.

If the recommendations of this report are endorsed by the Board, the height adjustable podium installation and architectural design drawings will be funded by Function 200 operating reserves. The \$100,000 Growing Communities Fund grant will be reallocated to another project, the details of which are to be determined, with options to be presented to a future Board meeting.

### **COMMUNICATIONS CONSIDERATIONS**

N/A

### **STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

From the 2023-2026 Corporate Strategic Plan, this project supports:

- Strategic Objective 1 – Reconciliation, by designing a space and furniture allowing for capacity at the Board table for representatives from First Nations located within the Cowichan Valley.
- Strategic Objective 2 – Collaborative Governance, by supporting future changes in governance structures through additional capacity to the Board table and possible Board Room.

Referred to (upon completion):

- Community Services (*Cowichan Community Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Facilities & Transit, Emergency Management*)
- Corporate Services (*Finance, Human Resources, Information Technology, Legislative Services, Communications & Engagement*)
- Operations (*Utilities, Parks & Trails, Recycling & Waste Management*)
- Land Use Services (*Community Planning, Strategic Initiatives, Development Services, Building Inspection & Bylaw Enforcement, Environmental Services*)

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Reviewed by:

N/A



Clayton Postings  
Deputy Chief Administrative Officer &  
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Reviewed for form and content and approved for submission to the Board:

Resolution:

Corporate Officer

Financial Considerations:

Chief Financial Officer

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Chief Administrative Officer's Comments / Concurrence



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Danielle Myles Wilson  
Chief Administrative Officer

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**ATTACHMENT:**  
Attachment A – Concept Layout Drawings