



STAFF REPORT TO COMMITTEE OF THE WHOLE

DATE OF REPORT March 28, 2024
MEETING TYPE & DATE Committee of the Whole of April 10, 2024
FROM: Corporate Services
SUBJECT: Ingram Second Floor Renovations
FILE: 0810-20-ING175

PURPOSE/INTRODUCTION

The purpose of this report to propose a renovation to Ingram St. second floor workspaces and meeting rooms including the Boardroom.

RECOMMENDED RESOLUTION

That staff proceed with detailed quotes and planning for second floor renovations.

BACKGROUND

Over the past eighteen months, senior staff have been exploring different ways of accommodating increasing staff numbers to work at Ingram St. Head Office. Included in these considerations were options for relocating or reconfiguring the Boardroom to meet growing capacity requirements. The proposed renovation has elements that support both.

1. Renovations to the Boardroom address a number of needs;
 - Increased representation at the Board table – from growing population, as well as anticipated addition of First Nations representatives
 - Replacement of end-of-life technology, allowing for improved quality and interactivity of virtual participation
 - Improved physical safety/security for elected officials, staff and the public during meetings
 - Improved podium configuration for speakers
 - Improved ergonomics, accessibility, sightlines, lighting and acoustics
 - That the Boardroom remain in its current location (as opposed to another site)
2. Renovations to the entrance of the Operations Department will allow for additional workstations, and expansion of the Fishbowl meeting space compensating for the loss of accessibility to Committee Room 1 that will result from the expansion of the Boardroom.

Part of upgrading the Boardroom technology will include considerations for switching to a different videoconference platform. These will be the subject of a separate report.

ANALYSIS

Boardroom Expansion and 2nd Floor Main Entry Reconfiguration

- The Boardroom would be expanded through the removal of the east wall and subsequent extension of the north and south walls to enclose the expanded space. The south wall closure (facing Ingram Street) would include an L-shaped portion extended to the stairwell brick wall, creating a new main entry to the Boardroom
- The east door to Committee Room 2 (facing Canada Avenue) would be converted to a wall. Committee Room 1 would become accessible only through the Boardroom. This could be configured as a break-out room and could continue to be booked by elected officials or staff as a small meeting room on days when the Boardroom is not otherwise booked.
- The Operations Department service counter would be eliminated and walled-in to provide additional workspaces. This service counter was closed during the pandemic, and since that time we have been able to serve Operations customers in person on the first floor when required. The main entry to Operations would be relocated to the north end of the new walled in area.

“Fishbowl” Meeting Room

- To compensate for the loss of accessibility to Committee Room 1, the Fishbowl meeting room could be expanded to extend into the current hallway (up to the planned new wall). The glass entry door would be removed and a new glass wall installed on the north side of the expanded meeting room area.

Boardroom Technology

The upgrade of Boardroom audio-visual and virtual meeting technology is assumed to include;

- 3 Room view-cameras (instead of personal webcams)
- New microphones
- Inclusion of digital voting, and a digital timer for speakers
- Monitor replacements as required
- Selection of new software to support virtual meetings/videoconferencing

Should the Board decide not to proceed with renovation, this technology replacement can be done in the current Boardroom and retained if/when the Boardroom expansion happens at a later date, or moved to another Boardroom location

FINANCIAL CONSIDERATIONS

Boardroom Expansion and Operations Department Main Entry Reconfiguration - \$85,500

- Demolition of existing walls demo, construction of new walls
- Reinstallation of door

- Drywall & painting, carpet patching, ceiling t-bar patching, sprinkler modifications if necessary.
- Electrical/data modifications with renos (provisional amount only)
- New, darker blinds for Boardroom windows

“Fishbowl” Meeting Room - \$10,000

- This represents the cost of the new glass wall and elimination of the old glass door and wall.

Boardroom Technology - \$260,000

- Class D Estimates (+/- 50%) based on a market scan with known vendors
- Like-for-like replacement in current Boardroom (for comparison) would be \$205,000
- Note: While cost savings are available with reduced functionality, this is not recommended

Contingencies - \$68,325 (see table below)

- HVAC reconfiguration costs
- Potential remediation from 2021 water leak

Not included in this renovation proposal

- Furnishings replacement
- Software purchase and licensing
- Cost of staff time to do stakeholder consultation on technology preferences
- Additional labour costs if evening/weekend work is required

Summary of Costs

Component	Estimated Cost	Contingency	Total
Boardroom and Operations Department	\$85,500	\$12, 825	\$98,325
Fishbowl	\$10,000	\$1,500	\$11,500
HVAC		\$15,000	\$15,000
Boardroom Technology	\$260,000	\$39,000	\$299,000
Total	\$355,500	\$68,325	\$423,825

Use of Growing Communities Fund

At the December 13, 2023 Board meeting, the Board resolved to allocate \$100,000 of the Growing Community Funds towards Boardroom renovations and expansions.

The GCF eligibility criteria that applies to this project is

- Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities

Use of Reserves

Staff recommend that the portion of renovation costs that are not covered by the Growing Communities Fund, approximately \$323,825, come from the F200 Administration Office Operational Reserve.

Going forward this reserve will be drawn down to zero over time, as F200 Administration Office has been incorporated into F100 General Government – which has its own Operational Reserve. As a result of this restructuring, there are no minimum or maximum policy requirements for the F200 Operational Reserve.

The F200 Operational Reserve balance at the end of 2023 is \$908,000.

Layout and Furniture

Pending the approval of the renovation project, staff would then undertake to hire an interior design contractor to provide options regarding the Boardroom layout to ensure a number of criteria are satisfied including; reconciliation priorities, diversity, equity, and inclusion, physical safety, ergonomics and accessibility, and efficient meeting management and technology placement. Staff recommend that this work also be funded from the F200 Administration Office Operational Reserve.

Alternatives

If the Board chooses not to proceed with the renovations described in this report, staff could continue to pursue other alternatives including:

- a. siting it at another location (through lease or purchase);
- b. undertaking a larger expansion of the Board room through the removal of CR1 and CR2; or
- c. exploring co-location and shared financing of meeting facilities with the City of Duncan or other organization.

If an alternative to the current proposal is preferred, staff can provide further information at a future meeting.

Timing

If the Board chooses to proceed with the renovations described in this report, the intention is to begin as soon as possible and complete the work before the fall of 2024, however, this will require coordination and cooperation with Facilities as the Ingram roof replacement is planned during the same time period and will need to take precedence. Should there not be adequate staff resources to lead the project this summer, the project would be moved to 2025.

COMMUNICATION CONSIDERATIONS

Use of the Growing Community Funds necessitates public messaging. The Communication & Engagement Team would assist with public communications about the renovation work and the benefits to First Nations representation and public participation.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

The 2023-2026 CVRD Strategic Plan mentions some key challenges for the region, including accommodating steady population growth in a sustainable fashion and building strong inclusive relationships, especially between Indigenous and non-Indigenous Canadians. This renovation plan addresses both of these challenges.

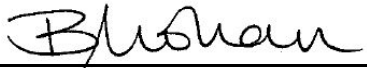
Reconciliation is one of the themes of the Plan. To support future participation of First Nations representatives at the Board table after implementation of treaties or through other inclusive governance practices, it will be essential to provide for additional spaces around the table, which is currently very limited in its current configuration. Preparing for First Nations leaders to be welcomed into the Boardroom – for engagement, relationship-building and ultimately representation is a key driver of this renovation proposal.

Redesigning the Boardroom into a safe space that can improve public engagement is a feature of the theme of Our Commitments. Additionally, under this theme there are objectives around being an employer of choice. Reducing crowding, and creating safe, welcoming spaces for learning and better decision-making have the added benefit of supporting retention and recruitment.

Referred to (upon completion):

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

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Reviewed for form and content and approved for submission to the Committee:

Resolution:

☒ Corporate Officer

Financial Considerations:

☒ Chief Financial Officer

ATTACHMENTS:

Attachment A – Floorplan of Proposed Renovations