

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: CITY HALL WASHROOM SUITABILITY UPGRADE PROJECT - UPDATE

RECOMMENDATION:

1. THAT Council receive this report for information.

REPORT

The Financial Management Committee, at its meeting held on 2022 March 15, received and adopted the attached report providing information on the City Hall washroom renovation project for Phases 2 and 3.

Respectfully submitted,

Councillor Dhaliwal
Chair

Councillor Gu
Vice Chair

Copied to:	Chief Administrative Officer
	Acting CFO
	GM Corporate Services
	GM Engineering
	GM Planning and Development
	GM Parks, Recreation and Cultural Services
	GM Community Safety
	Chief Human Resources Officer
	Chief Information Officer
	Chief Librarian
	City Solicitor
	Fire Chief
	OIC – RCMP

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2022 March 09

FROM: GENERAL MANAGER
PLANNING AND DEVELOPMENT

FILE: 1750 20

SUBJECT: CITY HALL WASHROOM SUITABILITY UPGRADE PROJECT –
UPDATE

PURPOSE: To provide information on the City Hall washroom renovation project for Phases 2 and 3.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council receive this report for information.

REPORT**1.0 BACKGROUND**

The Canadian Human Rights Act and Criminal Code were updated by the Federal Government in 2017 (Bill C-16), clarifying the right of individuals to use a washroom or change room that corresponds to their gender identity. Since that time staff have advanced additional work to incorporate a universal design and signage approach within civic facilities. Universal signage and design enables the widest range of people as possible to utilize a space, including persons who are transgender or transitioning, non-binary individuals, persons with disabilities, and patrons of all ages who require assistance with toileting or changing by persons of another gender.

Specifically, these initiatives include:

- Development of a comprehensive interior signage package, with emphasis and focus on accessibility and gender inclusion. This signage approach is being implemented in all new civic facilities and major renovations. As well, a facility signage overhaul pilot at Eileen Daily Leisure Pool and Fitness Centre is currently in-process. Staff anticipate being able to provide a further update to Council by Q2 of this year on the pilot work.

Recommendations for further signage overhauls at other existing facilities will stem from the results of this pilot.

- Prioritization in new civic facility design and construction to universal washrooms and change-rooms, to a minimum 60% universal and 40% gender designated. Some upcoming civic facilities, including the Rosemary Brown Arena, will provide a higher percentage of universal spaces, while still providing choice for patrons, with some gendered-designated spaces available.
- Prioritization of City Hall and Bonsor Recreation Complex to investigate the creation of public-facing, gender-inclusive washroom spaces. This report provides an update on work related to the City Hall washroom suitability upgrade project. Work on an equivalent process focused on Bonsor Recreation Complex began in Q1 of this year.

2.0 POLICY FRAMEWORK

The continued pursuit of accessible and gender inclusive civic spaces is aligned with the following Council-adopted policies and plans/strategies: *Corporate Strategic Plan* (2017), *Social Sustainability Strategy* (2011), *Equity Policy* (1994, updated 2020), and the *Healthy Community Policy* (1991).

3.0 OVERVIEW OF PROJECT

The analysis and design phase of the City Hall washroom suitability upgrade project was budgeted for in the 2021 fiscal year, and work began with the retention of Carscadden Stokes McDonald Architects Inc in June 2021. The project was co-led by staff from Facilities Management and Planning and Development (Social Planning). The review and assessment focused on the public facing washrooms located next to Council Chambers in the public concourse of City Hall, and on the current staff-only washrooms located next to the Tax Office on the main floor of City Hall. This process included a review of plans, a site visit, interviews with key staff, and a BC Building Code (BCBC) analysis based upon daytime and evening uses of City Hall (average pre-pandemic public usage).

The Code analysis conducted in accordance with BCBC 2018 identified that in total the number of washroom fixtures meets code for daytime usage. However, based on A2 occupancy with 118 attendees, after-hours events held in the Council Chambers require one additional fixture. The existing washrooms do not meet current Building Code accessibility requirements.

Based upon this process, it was identified that the most feasible location for potential renovation is the washroom area in the public concourse next to Council Chambers. This is based upon ease of public access both during daytime and evening hours, and also on the amount of square footage available for renovation. It also continues to respect the current staff-only usage of the washrooms next to the Tax Office.

Carscadden then developed five possible design options ranging in cost, with a focus on adding one additional fixture in addition to a fully universally accessible single-user toilet room. The preferred option, as identified by staff (see *attached* Appendix 1) for Council’s consideration.

3.1 Preferred Design Option

As referenced above, five concept options were prepared that addressed the project goals, major materials, code compliance, and accessibility. The preferred option as identified by staff provides five (5) private toilet rooms, one of which is fully accessible, with an additional universal washroom in the public concourse. This option adds the needed extra fixture and increases accessibility, while minimizing impacts upon open space available in the public concourse.

Based on a Class D cost estimate with an escalation factor for Q1 2023, the total project construction cost for the preferred option is estimated to be \$600,000. This project will be included as part of the 2023 – 2027 Financial Plan process for Council’s consideration. It is anticipated that the majority of the construction will take place in 2023.

In the remainder of the 2022 fiscal year, in order to continue to advance the project in a timely manner, and to limit any impacts of the ongoing global supply chain disruption on the project, staff will complete the following:

- Prepare detailed design documents of the preferred option;
- Complete any necessary hazardous materials reviews and costing;
- Submit Permit Plan Approval (if required) and Building Permit submissions including required schedules and documentation; and
- Develop tender documents and associated technical drawings.

Completion of the above steps will allow the project to be ready for tender at the beginning of the 2023 fiscal year. As these activities were not budgeted, staff will ensure appropriate 2022 contingency provisions are made within the Financial Plan.

If there are no significant concerns from Council, staff will continue to work with Carscadden as the retained firm.

4.0 RECOMMENDATION

The City of Burnaby Equity Policy celebrates and recognizes the full diversity of its community, and recognizes that this diversity is a source of social, cultural and economic enrichment and strength. Our Burnaby includes all community members regardless of ability, age, background, ethno-cultural identification, gender, gender identity, immigration status, income, heritage, life experience, housed or unhoused status, sexual orientation, and other factors.

To: Financial Management Committee
From: General Manager Planning and Development
Re: City Hall Washroom Suitability Upgrade Project – Update
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The renovation of the primary public-facing washroom options at City Hall in order to create an accessible and gender inclusive experience, while also adding an additional fixture, is an additional important step in actualizing the Equity Policy and increasing quality customer service for Burnaby community members.



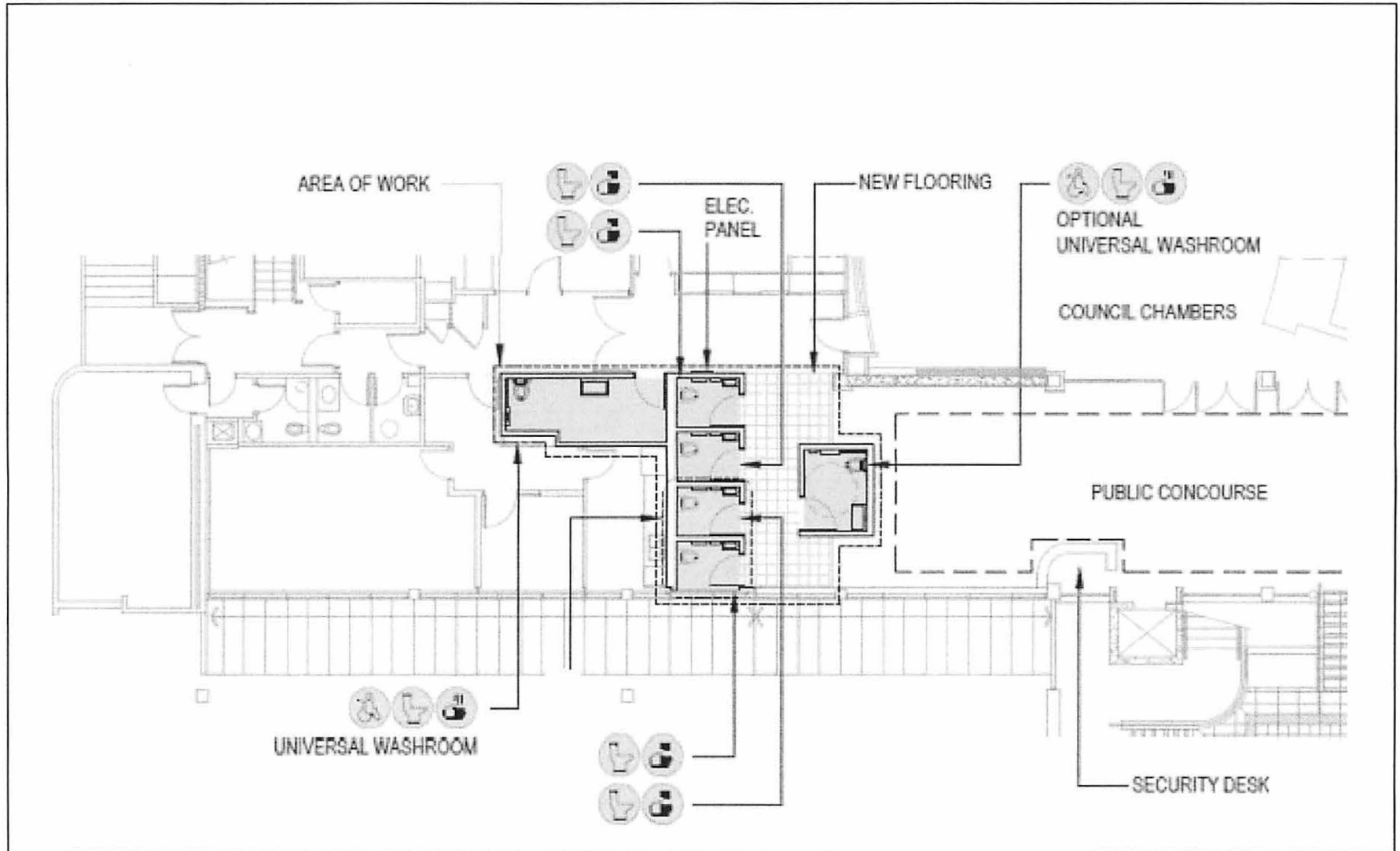
E.W. Kozak, General Manager
PLANNING AND DEVELOPMENT

RM:sa

Attachment

cc: Chief Administrative Officer
Deputy Chief Administrative Officer and Chief Financial Officer
General Manager Corporate Services
General Manager Engineering
OIC – RCMP
General Manager Community Safety
Chief Human Resources Officer
General Manager Parks, Recreation and Cultural Services
Fire Chief
Chief Librarian
Chief Information Officer
City Solicitor
City Clerk

APPENDIX 1



Burnaby City Hall Washroom Suitability Upgrade Project – Preferred Schematic Design Option