 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT COMMITTEE OF THE WHOLE	
TO:	Mayor, Deputy Mayor and Council Members	
FROM: TITLE:	Mike Vilneff, Fire Chief	
DATE OF MEETING:	November 16, 2020	
TITLE / SUBJECT:	Budget Pre-Approval	
REPORT DATE:	November 2, 2020	File #:

1.0 STRATEGIC PLAN

N/A

2.0 PUBLIC ENGAGEMENT

N/A

3.0 RECOMMENDATION

THAT Council receive the report for information purposes; and

FURTHER THAT Council approve the 2021 Budget pre-approval request for the Town of Cobourg Fire Station renovations in the amount of \$240,000.

4.0 ORIGIN

Not Applicable

5.0 BACKGROUND

The Cobourg Fire Department is working towards becoming a more equitable and diverse workplace and the current Fire Hall Station has highlighted some of the opportunities that will hinder the opportunity for us to be more inclusive. The Station was originally built in 1975, with an addition in 2002 to increase office and training spaces. The current Station has one locker room, bunk room, shower, and washroom, designed for staff only, on the second floor. A public washroom was added on the main floor in 2002 with the addition.

As we move towards being more inclusive in the workplace, it is important to have the appropriate spaces for staff members to be able to fully participate in the workplace. By including a second locker room, bunk room, shower, and washroom, the Town of Cobourg's Fire Department will be able to expand the workforce to meet future needs.

These new facilities will be gender inclusive by having spaces for all gender identities and expressions to be able to participate in the necessary steps to being employed, including hygiene and storing their personal attire. The environment will be inclusive to any person who wishes to become a member of the Fire Department in the future, while supporting an equitable hiring environment.

It should be noted that while these areas for improvement were realized after a hire in March 2020, they are meant to be inclusive to all persons in the future. The Station's limitations may be deterring persons from applying to the Fire Department in Cobourg.

6.0 ANALYSIS

In March 2020, permission was granted by Interim CAO Davey to secure the services of an architect to look at the station and to provide some alternatives and costings to renovate some areas to allow for additional locker rooms, multiple washroom/shower facilities, and multiple bunkroom areas. This will allow for the expansion of the Fire Department in the future to keep our community safe as well as have a more inclusive and equitable workplace.

Piccini Architect from Port Hope was selected and has provided both preliminary drawings as well as costings for the project.

The overall project would include the following;

- Demolition and reconstruction of existing washroom/locker/shower area into locker areas with two washroom/shower rooms
- Relocating bunk room to the main floor and installation of privacy walls
- Modifications to the Personal Protective Equipment area to allow for additional fire fighters (to incorporate more than just the one that was hired in 2020)

Modifications to an existing storage area to accommodate a Gross Decontamination shower area; and

- Modification to the Duty office to accommodate additional fire fighters on shift

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

Cost estimates for each area have been broken out by the architect for the purpose of clarity and transparency. The breakdown can be seen in the attached letter from Piccini Architect.

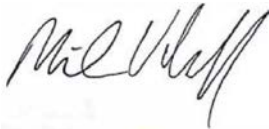
Based on the estimate of \$217,000 and adding in the architectural/engineering fees, we are seeking \$240,000 in Capital funding for 2021 pre-budget approval request to complete the renovations.

8.0 CONCLUSION

By renovating the Station, we will start the process of the Fire Department working towards becoming a more equitable, diverse, and inclusive workplace. This will allow us to start demonstrating the commitment we have to ensuring the workplace is inclusive to all those who want to be a part of the Fire Department.

Once this project is approved, we can make the adjustments not only for any immediate needs we have but also for the future to have more inclusion in the workplace.

9.0 AUTHORIZATION/SIGNATURES



Mike Vilneff,
Fire Chief



Tracey Vaughan,
Chief Administrative Office