



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall  
1229 Esquimalt Road  
Esquimalt, B.C. V9A 3P1

## Legislation Details (With Text)

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**Title:** Early Budget Approval for Replacement of Flooring System in Council Chambers - Staff Report No. EPW-20-007

**Sponsors:**

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Date	Ver.	Action By	Action	Result
2/3/2020	1	Council	approved	Pass

## REQUEST FOR DECISION

**DATE:** January 29, 2019

Report No. EPW-20-007

**TO:** Laurie Hurst, Chief Administrative Officer

**FROM:** Jeff Miller, Director of Engineering and Public Works

**SUBJECT:**

Early Budget Approval Re: Replacement of Flooring System in Council Chambers

**RECOMMENDATION:**

That Council approves the inclusion of \$20,000 in the 2020-2024 Financial Plan for the purchase and installation of a new flooring system in the Council Chambers, as attached to Staff Report No. EPW-20-007.

**RELEVANT POLICY:**

2020-2024 Financial Plan

**STRATEGIC RELEVANCE:**

Local Services and Infrastructure - Identify infrastructure repair and proactively plan for replacement needs.

**BACKGROUND:**

While carrying out cleaning operations on the flooring system within the Council Chambers, all four sides of the carpet tiles began to rise from the floor. This has created tripping hazard concerns and an unsightly view of the Council Chambers. The problem is due to the adhesive holding down the

tiles failing prematurely. The tiles have been taped in place for the short term and are inspected before each use of the Council Chambers. Due to the age of the flooring and the failure type, this work would not be considered under warranty, as the work was contracted by a third party under a one year workmanship warranty and we are not aware of a material warranty.

Within the 2020-2024 Financial Plan (taxation) a request has been made to remove and replace the floor tiles. The estimated cost for this work is \$20,000.

## **ISSUES:**

### **1. Rationale for Selected Option**

It is staff's recommendation that early budget approval be granted and the funds be released from the 2020-2024 Financial Plan in order for the purchase and installation of new tiles within the Council Chambers at Municipal Hall.

With the lifting of all four edges of the tiles, the flooring system now has a significant number of tripping hazards. The temporary solution of taping the tiles has only been partially effective for keeping the tiles in place. It is necessary that staff inspect and re-affix the tiles before every use of the Council Chambers in order to minimize the number of tripping hazards. Even with this work, the potential for staff, or a resident, to experience a tripping incident has been raised significantly from a normal floor. By carrying out a replacement in the first quarter, this hazard will be reduced to a normal level for a carpeted floor. The lifting of the floor tiles has also created an unsightly view of the Council Chambers.

### **2. Organizational Implications**

There are no significant organizational implications to this recommendation. Staff has already begun the process of acquiring new tiles and sourcing out a contractor to carry out the work. If early budget approval is not obtained, there will be an impact on staff time as inspections and minor repairs will need to be carried out prior to *each* use of the Chambers.

### **3. Financial Implications**

Within the 2020-2024 Financial Plan, a budget request has been included of \$20,000 for the removal and installation of a new flooring system. This request will influence budget discussions for determining a final tax rate as it will set a commitment in the budget prior to the discussion of all other aspects of the budget.

### **4. Sustainability & Environmental Implications**

There are no sustainability nor environmental implications.

### **5. Communication & Engagement**

Internal communications will be held with various departments and Council as to when the work will take place.

## **ALTERNATIVES:**

1. That Council approves the inclusion of \$20,000 in the 2020-2024 Financial Plan for the purchase and installation of a new flooring system in the Council Chambers, as attached to Staff Report No. EPW-20-007.
2. That Council does not approve the early budget request of \$20,000 for the purchase and installation of a new flooring system for Council Chambers and that the request be part of the budget discussions for the 2020-2024 Financial Plan.