



STAFF REPORT
THE CORPORATION OF THE TOWN OF COBOURG

Regular Council

Report to: Mayor, Deputy Mayor, and Councillors
From: Brent Larmer, Town Clerk/Director, Legislative Services
Report Number: LS-2024-008
Council Meeting Date: February 28th 2024
Subject: **Council Chambers Desk Upgrades and Design Information**

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@cobourg.ca or at 905-372-4301

1. Recommendation:

THAT Council receive the Staff Report for information purposes; and
FURTHER THAT Council endorse the Council Meeting Chamber Desk Upgrades as presented by Staff and as approved within the 2024 Operating Budget.

2. Executive Summary:

The intention of this staff report is to provide Council with a detailed rendering of the anticipated design and sample of the proposed upgrades to the Council Chamber desks.

3. Background

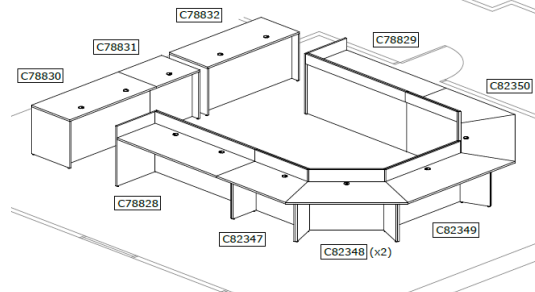
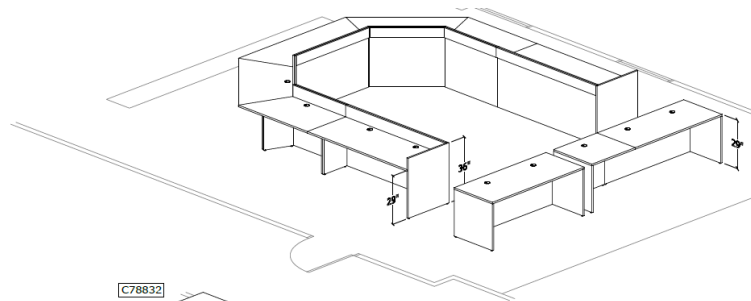
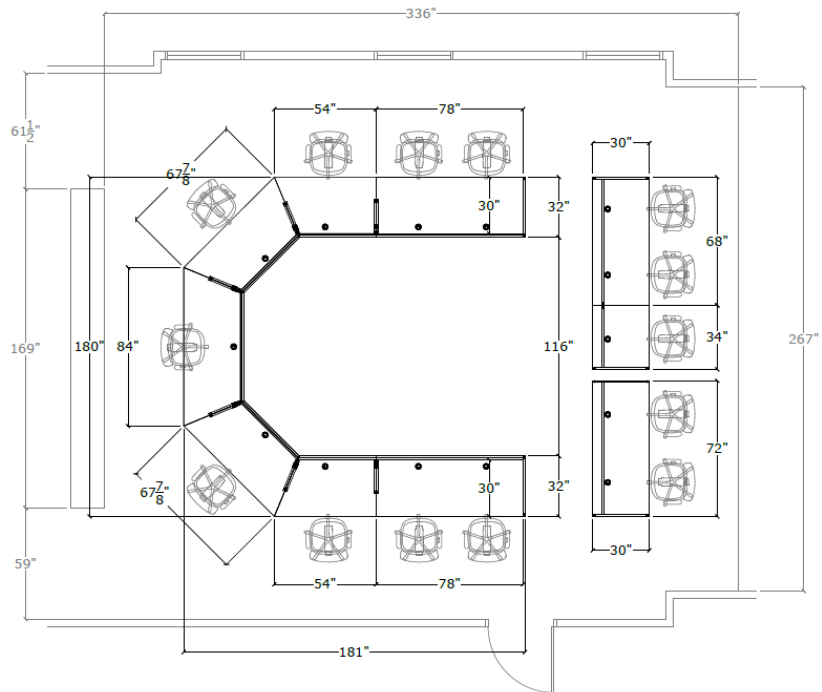
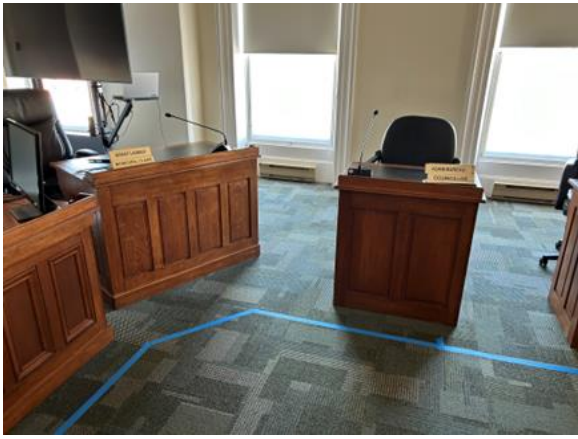
For the 2024 Budget, the Clerks Department proposed Council Chambers technology and furniture upgrades, which was approved for funding as part of the final budget approval on January 31, 2024. This proposal was made after a review of the Chambers functionality as related to introducing new technology. This includes better integration with the hybrid meeting model, agenda/resolution/presentation displays, and the addition of a more accessible

space and workstations for members of Council as well as other Committees and Boards that use the space.

4. Discussion:

Below is a demonstration and rendering of the current Council Chambers with an outline of the new location of the proposed desk configurations:



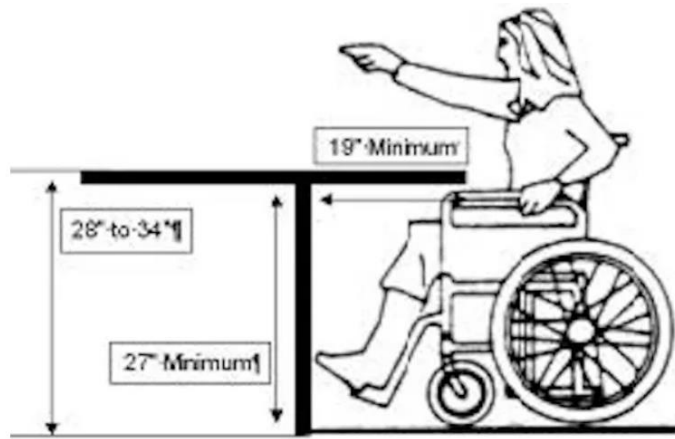




Since 2021, Council has approved various improvements to the Council Chambers, with the rational and reasoning of modernization of technology, and accessibility requirements under the multi-year accessibility plan and the AODA. These include advancing the closed captioning of live and non-live meetings, replacing the carpet in the gallery, and the removal of the staged raised platform area where the Mayor/Chair sits at front of Council Chambers. Staff redesigned that space to be on one level to accommodate mobile aid requirements and reduce the limitations of members accessing the raised space. All the improvements have led to improved access and participation in local government within the Chambers.

The changes that are being proposed to Council this year within the Council Chambers include the desk design and furniture upgrades, which are intended to improve the look of the Chambers. The presented changes include one conjoining Council desk (horseshoe design) that is in the center with the Chambers improving public viewing in the gallery and on the live stream. The new desk design will also give members increased desk space from 30" x 24" to 40" by 30" and additional depth to allow for the microphone and monitor to be in front of each members desk allocating adequate space for the computers, tablets, and paperwork of members.

In addition, the desks will be within the accessible seating range of 27" to 34" to accommodate those who may be in accessible devices, meeting the accessibility requirements for others also using the space, specifically the Accessibility Advisory Committee, and any other members that may need further accommodation.



The readjustment of the Council Chambers desk design will also allow for increased accessibility around the Council dias with better access all around the 'horseshoe' design also improving the accessibility and use of the space as a whole.

Victoria Hall is a heritage building with the Council Chambers being an important interior of the space. The proposed improvements will have no permanent physical impact on heritage elements or aspects of the interior and can be removed and updated over time like the current set-up that is being replaced. The current meeting furniture and desk will be relocated within Victoria Hall. For example, a few of the desks will be placed in the Committee and Board Rooms to provide an area for Recording Secretaries to sit at when conducting meetings.

5. Financial Impact and Budget

The funding for this project was approved and allocated by Council in the 2024 Capital Budget, for a combined amount of \$30,000 for the desk upgrades and the technology upgrades.

6. Relationship to Council's Strategic Plan Priorities 2023 to 2027 and beyond:

- Thriving Community
- Service Excellence
- Sustainability

7. Public Engagement:

There has not been any public engagement related directly to this Staff report,

8. Attachments:

None

9. Report Not Considered by Standing Committee Because:

Time Sensitive Issue (information received too late for Standing Committee consideration)

Urgent Matter (issue arose after this month's Standing Committee Meeting)

Other: **Approved Budget – Council as a Whole feedback and Endorsement requested.**

Report Approval Details

Document Title:	Council Chambers Desk Upgrades Design Information.docx
Attachments:	
Final Approval Date:	Feb 21, 2024

This report and all of its attachments were approved and signed as outlined below:

Tracey Vaughan, Chief Administrative Officer - Feb 21, 2024 - 3:19 PM