

REPORT

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

To: Mayor Johnstone and Members of Council in Workshop **Date:** July 8, 2024

From: Lisa Spitale, Chief Administrative Officer **File:**

Subject: **Comprehensive Public Toilet Strategy Council Motion: Confirming Direction**

RECOMMENDATION

THAT Council endorse staff's understanding as outlined in the Discussion section of this report.

PURPOSE

To confirm direction provided at the June 24, 2024 Regular Council meeting.

BACKGROUND

At the June 24, 2024 Regular Council meeting, a motion was introduced stemming from direction provided to staff at the June 17, 2024 Council Workshop regarding the public free standing toilet (PFT) in the Downtown. The June 24th Council resolution is as follows:

1. **THAT** Council request staff to develop a workplan and budget to prepare a city-wide comprehensive public toilet strategy and report back;
 - a. That the strategy be informed by engagement with the community;
 - b. That the strategy recommend locations and options for different service levels including 24/7 operations; and
 - c. That the strategy is to also recommend options for working with community partners to ensure access to public toilets for all members of the community.

- 2. **THAT** staff be directed to immediately begin the installation of increased signage throughout the city to increase awareness of all publicly funded toilets.

DISCUSSION

As per the City’s Procedure Bylaw, motions from Council are firstly evaluated by City Staff to identify if workplan changes and resource requirements are needed to implement the motion. This analysis informs the department’s report back to Council.

As City staff prepares this analysis, it is prudent to confirm our understanding of Council’s Motion to prepare a city-wide comprehensive public toilet strategy:

- Staff has heard from Council that a public free standing toilet in the Downtown needs to be a 24/7 operation and that this is a critical performance criteria. Exploring this performance criteria through the means of an overall public toilet strategy is the next logical step, ahead of purchasing a unit.
- The strategy and the engagement work will identify a number of locations and options for different service levels, leading to an overall implementation and installation plan. The strategy and the engagement work may also redefine project objectives.
- From a project management best practice, it is recommended to complete the city-wide comprehensive public toilet strategy and align capital projects, including current projects, to the desired outcomes as defined by the strategy. The strategy may prompt reconsideration of locations and evaluation criteria.

If City staff’s understanding of the project scope is accurate, the next step is for the Project Team to provide Council with the report outlining the workplan and budget requirements to undertake both the city-wide comprehensive public toilet strategy and the installation of increased signage for all publically funded toilets.

INTERDEPARTMENTAL LIAISON

This initiative is an interdepartmental file aligning the work of Civic Buildings and Properties, Social Planning, Parks and Recreation, Public Engagement, Economic Development and the Crises Response Team.

OPTIONS

The following options are provided for Council’s consideration:

- 1. **THAT** Council endorse staff’s understanding as outlined in the Discussion section of this report.
- 2. **THAT** Council provide alternate direction.

Option 1 is recommended.

APPROVALS

Report Reviewed by:
The Project Team

Report Prepared by:
Lisa Spitale, Chief Administrative Officer