



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 2380-20

From: Director of Development Services

Date: November 27, 2024

Subject: Update on Washrooms and Storage Facilities at Connect

PURPOSE:

To provide an update to Council on the resolutions passed at the regular meeting of council held on July 31, 2024 regarding expanding the lease area for Connect in order for the Comox Valley Transition Society (CVTS) to expand services to their clients which would require operating budget for capital improvements such as install fencing, washrooms, and improved storage on the expanded area.

BACKGROUND:

At the regular Council meeting of July 31, 2024 staff presented a report to Council (Attachment 1) and Council passed the six resolutions recommended in the report. A key resolution passed by Council directed staff to request operating funding contributions for the extended services for Connect's clients from BC Housing, Comox Valley Regional District (function 451), Town of Comox, and other appropriate partners prior to proceeding with installation of capital improvements and infrastructure. Council discussed at this meeting that operational funding confirmation was required prior to the City providing \$150,000 towards the capital improvements for Connect's client for items such as Client washrooms, storage facilities, fencing and infrastructure.

DISCUSSION:

Through discussions with partners, Island Health has provided \$250,000 in grant funding to CVTS for operating budget that will allow CVTS to deliver expanded services to their clients.

M'akola Development Services was unable to continue to provide consulting services given staffing changes. Staff have retained the services of John Jessup (John Jessup and Associates Development Planning and Project Management for The Non-Profit Housing Sector), to coordinate the installation of fencing, client washrooms, staff washrooms, storage facilities and coordination of infrastructure to support these buildings including hydro, water, and sanitary services. John is working closely with CVTS, BC Housing, staff, and required consultants to keep this project on track.

Given the lease is proposed to be amended to include an extension on City land for expanded services to be delivered by CVTS, notice was required to be given pursuant to Sections 24, 26 and 94 of the Community Charter in two consecutive papers in the local paper outlining the terms of the lease, its market value of the lease and the value of assistance from the City to CVTS which is \$1,223 for 11 months. This amendment to the existing lease will be considered by Council for renewal on an annual basis as per the terms of the lease. As of the date of this report no comments have been received.

As per the Council resolution of July 31, 2024, the Director of Recreation, Culture, and Community Services has been authorized to amend the lease to include the expanded area following the completion of the notice period which will end, midday Monday November 25. If comments are received following the writing of this report and before the notice period ends, staff will provide those comments to Council for consideration.

Following amendments of the lease, steps to mobilize installation of the washroom trailers, installation of infrastructure, and fencing will begin. The infrastructure design will have to be finalized which will impact the location of the client and staff washroom trailer, storage facility and fencing. It is expected that this work will commence early December 2024.

The proposed fencing design is for installation of 8 ft high corrugated metal hybrid panel fence along Cliffe Ave North from Connect building and returning 34 feet into the parking lot with cedar posts and then 8 ft high black chain fencing with privacy slats that will include gates for garbage pickup and swing doors to move trailers in and out.

FINANCIAL IMPLICATIONS:

Council approved up to \$150,000 expenditure from 2023 surplus as noted in the July 31, 2024 Council Report. Preliminary capital budget is: Infrastructure installation \$30,000, Fencing \$60,000, Consulting fees \$10,000 and trailer installation \$20,000 for an approximate total of \$120,000. This will be refined with finalizing civil designs.

ADMINISTRATIVE IMPLICATIONS:

Many City departments are involved with the implementation of this expansion including: Fire; Operations; Recreation, Culture, and Community Services; Development Services and Corporate Services. Even with the assistance of consultants, other work priorities are being adjusted to focus on this priority.

STRATEGIC PRIORITIES REFERENCE:

- Social Infrastructure - Continue working with community agencies to deliver day services. Explore role in the provision of social support services, including future of Connect Centre.

PUBLIC ENGAGEMENT:

Staff met with surrounding property owners on September 12th, 2024 to discuss the approach to the site plan for Connect. Owners expressed an interest in signage limiting parking in front of garbage bins and establishing dedicated parking for staff and customers, as well as fencing of the area, concern on keeping the laneway clean, and city property off the lane associated with the Library. Consideration of these comments has been utilized in the developed site plan.

OPTIONS:

1. THAT Council receive the report "Update on Washrooms and Storage Facilities at Connect" for information.
2. THAT Council provide alternative direction to staff.

ATTACHMENTS:

1. Council Report July 31, 2024
2. Public Notice

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