

**DATE:** October 1, 2021

**FILE:** 0890-20 Harmston Avenue

**TO:** Chair and Directors  
CVRD Board

Supported by Russell Dyson  
Chief Administrative Officer

**FROM:** Russell Dyson  
Chief Administrative Officer

*R. Dyson*

**RE: City of Courtenay - Civic Room Use**

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### **Purpose**

To seek the board's support to execute an agreement with the City of Courtenay for shared use of the Civic Room to accommodate their council meetings.

### **Recommendation from the Chief Administrative Officer:**

THAT staff be authorized to execute a facility use agreement with the City of Courtenay for use of the CVRD Civic Room, as generally outlined in the staff report dated October 1, 2021.

### **Executive Summary**

With the construction of the new regional district office building on Harmston Avenue, the Comox Valley Regional District (CVRD) Civic Room provides for a combined boardroom and emergency operations centre.

Due to space constraints within their City Hall Council Chambers, the City of Courtenay has proposed to utilize the CVRD Civic Room to conduct their Council meetings and certain emergency operations. Staff from both local governments have collaborated in the drafting of a facility use agreement to detail the proposed arrangements and the responsibilities of the parties.

Use of the facilities by the City of Courtenay is not anticipated to pose a significant impact to CVRD business or operations as regularly scheduled meetings by the parties generally do not conflict. Further, the new office building has provided for increased meeting spaces in addition to offering enhanced virtual/remote hosting capabilities.

The proposed agreement generally provides for the City of Courtenay's use of the Civic Room facilities under the following terms:

- Use by the City is reserved for Monday's from 2:00pm onwards to accommodate their regular Council meeting schedule and any special meetings or other legislative functions, such as public hearings. Meetings of the CVRD's Electoral Areas Services Committee (EASC) are held on Mondays, commencing at 10:00am, however they are generally concluded before 2:00pm.
- As the Civic Room will also function as an emergency operations centre for both parties during certain emergency events, such use shall take priority. It is noted however, that the operable wall can mitigate these impacts by dividing the facilities so that both uses may occur at the same time.

- The CVRD is responsible for the general maintenance and repair of the facilities unless specific damage occurs in connection with the City’s use.
- As the City’s use will present minor increases in janitorial and other ancillary costs, the agreement provides for a monthly fee of \$400.
- The term of the agreement is for five years.

Prepared by:

*J. Martens*

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Jake Martens,  
General Manager of  
Corporate Services

**Stakeholder Distribution (Upon Agenda Publication)**

City of Courtenay	√
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