

**DATE:** October 21, 2020**FILE:** 890-20/Harmston**TO:** Chair and Directors  
Regional District Board**FROM:** Russell Dyson  
Chief Administrative OfficerSupported by Russell Dyson  
Chief Administrative Officer*R. Dyson***RE: Comox Valley Regional Office Building Construction**

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**Purpose**

The purpose is to provide a final report on the construction of the Comox Valley Regional Office Building.

**Recommendation from the Chief Administrative Officer:**

This report is for information only

**Executive Summary**

The corporate offices are an extremely important aspect of the Comox Valley Regional District (CVRD) operations as the centre of activity for governance in the region with meeting facilities for the Board, its committees, commissions and the greater Comox Strathcona Regional Hospital District and Comox Strathcona Waste Management service. It includes an emergency operations centre (EOC) built to post-disaster standards and houses key assets including information technology infrastructure, fleet vehicles and corporate records. As the central office for staff it is a critical aspect of providing ongoing reliable services to stakeholders and the public.

While some work was undertaken many years ago to consider a new office, the project to construct a new office began in earnest in 2016 with the purchase of land on Harmston Avenue. Design, public engagement, electoral approval and tendering of the project happened over the next couple of years and in July 2018 the CVRD Board awarded a contract for construction of the new CVRD office building to Knappett Projects Inc. The building permit for this project was issued by the City of Courtenay in October 2018 and a certificate of occupancy was achieved in December 2019. CVRD staff completed the move from the old office in late December and opened to the public at the new location on December 30, 2019.

While some minor outstanding work related to deficiency and warranty items is still being undertaken by Knappett Projects, the building has essentially been completed. At the time of contract award, \$12.3 million in available funding was identified for this project coming from long term debt (\$8.2 million), electoral area community works funds (\$1.5 million) and reserves (\$2.6 million). Actual costs to date are \$12,123,154 and final costs are not expected to exceed \$12.2 million to complete the outstanding works.

Feedback from the public and staff has been very positive and highlight the improved functionality of the space and the ability for staff to assist the public. This includes better meeting room access, more front counter space, more accessible archives and a vastly improved data centre. Some feedback from the Comox Valley accessibility committee has also been received requesting improvements, some of which have been made already, while others can be considered in future financial plans. While the grand opening public event was not possible due to the COVID-19

pandemic, a video has been prepared and shared with the public to provide a virtual tour of the new offices and its key features.

It is worth noting that in many ways the new office has allowed CVRD to remain operational during the COVID-19 pandemic. This includes a layout that allows better physical distancing and the IT infrastructure to allow work from home arrangements. The new post-disaster EOC has also been an important building feature in the pandemic response.

Facility staff are now focused on operation and maintenance of the building and are already looking at development of asset management programs. While it is too early to determine energy usage trends, there are some green building highlights to mention including the well-used public electric vehicle chargers and the installation of solar panels on the roof.

Prepared by:

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Concurrence:

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Scott Smith  
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