

**DATE:** March 4, 2021

**FILE:** 1700-02/2021/686

**TO:** Chair and Directors  
Electoral Areas Services Committee

Supported by Russell Dyson  
Chief Administrative Officer

**FROM:** Russell Dyson  
Chief Administrative Officer

***R. DYSON*** \_\_\_\_\_

**RE: 2021 - 2025 Recommended Financial Plan – Comfort Stations – Function 686**

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### **Purpose**

To provide the Electoral Areas Services Committee (EASC) with an accelerated option for phasing out the Comfort Station Service as part of the 2021 - 2025 recommended financial plan for the Comfort Stations service, function 686.

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

THAT the 2021 – 2025 recommended financial plan for the Comfort Station Service, function 686 be approved to reflect a targeted phasing out of the service by the end of 2021.

### **Executive Summary**

- The 2021 – 2025 proposed financial plan for the Comfort Station service, function 686, was presented at the January 25, 2021 EASC meeting, at which time the Directors requested options for phasing out the comfort station service sooner than the five years being proposed by staff.
- The recommended financial plan now reflects a phasing out of the service by the end of 2021 by way of providing:
  - A contribution of \$35,000 to the Electoral Areas Parks and Greenways Service, function 621, to support the site design, purchase, installation and landscaping for a new comfort station to be located at the Bates Road parking lot in Seal Bay Park, Nymph Falls park; and
  - An offer of conditional grant funding totalling \$35,928 to one or more local non-profit organizations, with community halls as a priority, for the site design, purchase and installation of a publically accessible washroom facility on a suitable site within the service area.
- Ongoing management of comfort stations for part of Electoral Area A, Baynes Sound and Electoral Areas B and C will subsequently be conducted directly through function 621.

Prepared by:

***M. Harrison***

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Mark Harrison  
Manager of Parks

Concurrence:

***K. Douville***

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Kevin Douville  
Manager of Financial  
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Concurrence:

***D. DeMarzo***

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Doug DeMarzo  
General Manager of  
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**Background/Current Situation**

At the January 25, 2021 EASC meeting, the Directors made the following motion pending additional options for winding down the service:


THAT the proposed 2021-2025 financial plan for Comfort Station Service, function 686, be referred to staff to provide a staff report at the February 8, 2021 Electoral Areas Services Committee meeting on options to expedite winding down the service.

Staff are now recommending an accelerated option that will facilitate the winding down of the service by the end of 2021 after a contribution of \$35,000 to the Electoral Areas Parks and Greenways service, function 621, to support the site design, purchase, installation and landscaping for a new comfort station to be located at the Bates Road parking lot in Seal Bay Park.

**Financial Plan Overview**

Table 1 summarizes the 2021 recommended budget as compared to the 2020 adopted budget.

**Table 1: Financial Plan Highlights**

		#686 Comfort Station Service		
Operating	2020 Budget	2021 Recommended Budget	Increase (Decrease)	
<b>Revenue</b>				
Requisition	15,000	0	(15,000)	
Transfer from Reserve	0	94,112	94,112	
Prior Years Surplus	1,794	9	(1,785)	
	<b>\$ 16,794</b>	<b>\$ 94,121</b>	<b>\$</b>	<b>77,327</b>
<b>Expenditures</b>				
Personnel Costs	1,689	1,799	110	
Conditional Grant - Local Agencies	0	35,928	35,928	
Operating	9,263	9,394	131	
Contribution to Reserve	5,842	0	(5,842)	
Transfer to Other Functions	0	47,000	47,000	
	<b>\$ 16,794</b>	<b>\$ 94,121</b>	<b>\$</b>	<b>77,327</b>

Significant highlights versus the 2020 adopted budget are as follows:

- A transfer from future expenditure reserve totalling \$94,112 in 2021 represents the complete depletion of the reserve which is required prior to winding down the service;
- Transfers to other functions in 2021 totalling \$47,000 provide for two contributions to the Electoral Areas Parks and Greenways service, function 621:
  - \$12,000 – to support the maintenance and operational costs for the Saratoga Beach comfort station being managed by that service; and
  - \$35,000 – for a new Seal Bay - Bates Road and Nymph Falls comfort stations.
- Conditional grant - local agencies in 2021 towards the site design, purchase and installation of a publically accessible washroom facility in a suitable location within the service area.