



The Corporation of the Municipality of Wawa Staff Report

Office of the Director of Community Services and Tourism

Prepared For: Committee of the Whole	Report No.: AP 2024-06
Agenda Date: March 19, 2024	File No.: C 11

Subject

This report concerns the construction of a washroom facility at the Marina.

Summary of the Recommendation

THAT the Council of the Corporation of the Municipality of Wawa does hereby direct staff to begin the construction of a washroom complex at the Municipal Marina as per the 2024 Capital Budget.


AND THAT the Council of the Corporation of the Municipality of Wawa direct that the Small Craft Harbour Grant be set aside in an unrestricted reserve.

Summary of the Issues

The Marina has been without a washroom complex since flooding that occurred in 2018. Since that time, the Municipality has been renting washroom facilities at ever increasing expense. While the Municipality is in the final stages of a grant agreement with Small Craft Harbour (SCH), staff are recommending starting the construction process to ensure that washroom facilities are provided for the operating season.

List of Stakeholders

- Municipal Council
- Municipal Marina Advisory Committee
- Marina Users
- Ratepayers
- Municipal Staff

Respectfully Submitted By: 	Prepared By: Alex Patterson, Director, Community Services and Tourism
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Purpose of Report

This report originates from the 2024 Capital Budget. In that budget, staff recommended and Council adopted the replacement of the Marina Washrooms in the “subject to funding” portion of the Budget. This funding was expected to come from the Department of Fisheries and Oceans (DFO)’s Small Craft Harbours (SCH) branch, through a divestiture program that the Municipality has been pursuing since 2017.

The Municipality is anticipating receipt of \$500,000 in funding from the DFO as part of the divestiture process, a portion (\$100,000) of which staff recommended using for the replacement of the Marina washrooms. It is expected that the Municipality will receive this funding later than March 31, 2024. Therefore, to ensure continued service provision at the facility, staff are recommending that the Municipality begin the construction process.

Analysis

Current Operations

The Marina facility is currently serviced by rental washrooms after the flooding in 2018 rendered the previous facility unusable. These washrooms have come at a high cost for the facility, taking up 50% or more of the operating budget. They have also encountered a host of issues, particularly damage to grinder pumps where gravel or brown paper towel have caused additional expenses for their repair. The Municipality has been delaying the replacement of the facility for the arrival of funding from SCH through the divestiture process, which is now almost complete.

2024 Operating Season

With the 2024 season approaching, and the funding guaranteed, staff are recommending going ahead with the construction of a facility now to ensure that washrooms are available for the main season without the need for rentals. This will be a more cost-effective option than renting washrooms until the receipt of the funding.

Washroom construction RFP

Staff have consulted with the Municipal Marina Advisory Committee to come up with a list of needs and a proposed design for the facility. This focuses on a minimum service level for the size of facility, accessibility, and most importantly a facility that is flood resistant, as the construction will remain in the floodplain that is zoned HZ. (hazard land)

The proposed facility will feature:

- Flood Resistance
 - A block construction sealed with epoxy
 - All electrical a minimum of 4' off grade
- Operations
 - A utility closet for storage of cleaning supplies
 - An electrical and water distribution area
- Accessibility
 - AODA standard doors, countertops, and spacing
 - AODA standard washrooms
- Services
 - 2 washroom rooms
 - Each room having toilet, shower, and sink fixtures

The proposed facility would be on a 10'x20' footprint, minimizing construction costs.

Staff of the Infrastructure Services department will be responsible for the demolition of the current facility pre-construction. This is scheduled to happen this spring.

Financial/Staffing Implications

Cost Estimates

Staff received two quotations from a local contractor in preparing the cost estimates for the 2024 Capital Budget. One of these quotations was for a new facility constructed separately (\$75,000), and the second was for a facility constructed using the existing pad (\$100,000). When completing the RFP, staff are going to provide both options for pricing to ensure best value. The budget recommended by staff in the 2024 Capital Budget is \$100,000.

Staff will return to Council when the RFP is completed with a final cost as per our Purchasing Policy.

Operating Costs

The current rental model costs the Municipality between \$9,000 and \$11,000 per year, depending on the damages incurred and the type of washroom rented. While the sea-can unit served the facility well, it was very costly, particularly in repairs. Traditional portable washrooms, while less costly, had many complaints relating to cleanliness and comfort, and are typically less accessible as well.

In contrast, a facility built to be flood resistant has high initial capital costs, but lower operating costs. Lions Beach house, for example, while being much larger than the proposed facility, costs the Municipality approx. \$5,000 to operate annually. A similar cost

can be expected at this facility when including pump outs – which results in an average annual savings of \$5,000.

Funding Receipt

Upon receiving the funding through the divestiture program, staff recommend that the remainder of the funds not used on the washroom be placed in an unrestricted reserve. The interest that these funds generate should be used to offset the operating costs of the marina, and any future project needs should use this reserve. The intention of this is to ensure that the facility is financially self sufficient and not reliant on taxpayer dollars for its operation. Based on the 2024 operating budget, the Municipality aims to ensure that the facility breaks even this year, a significant contrast from the \$40,000 to \$50,000 that the facility costed on average between 2014-2018.

Council also need to consider that it is taken possession of all infrastructure in the proposed marina land transfer which includes all break waters and docks situated on the property. These pieces of infrastructure will need to be removed including our own docks if and when the lease agreement to use the water lot is not renewed by MFN.

Policies Affecting Proposal

Municipal Strategic Plan

Under infrastructure improvements, the goal to improve outdoor recreation amenities subject to funding is met by the receipt of funding to improve the marina washrooms.

Under tourism and economic development, the goal to review the marina divestiture strategy and develop a future operating plan is met by completing the divestiture, and partially met by a capital investment that contributes to the fiscal sustainability of the marina by reducing operating costs. The use of the remainder of the funding as a reserve of which the interest goes towards break-even of the facility also contributes to the fiscal sustainability of the facility.

Comments from Relevant Departments/Community and Corporate Partners

Municipal Marina Advisory Committee

The Committee contributed to the design specifications of the proposed facility as well as voiced the importance of the remainder of the funds being placed in a marina reserve to offset costs as well as for future projects.

Alternatives

Do Nothing

This would see the Municipality not approve the construction of a washroom building, and continue to rent. Due to the increased costs and reduced levels of service, this option is **Not Recommended**.

Wait for funding from SCH

This would see the Municipality wait to receive funding before going ahead with the construction of a washroom building. As this will likely delay construction into the fall, and require continuing to rent portable washrooms, this option is **Not Recommended**.

Conclusion

By approving the construction of a washroom facility at the Marina, Council is ensuring that cost effective services can be provided to users of the facility. By placing the additional funds in an unrestricted reserve fund, Council will have the ability to support the marina to run in a manner that has little impact on residential taxes and can operate in a more sustainable way.

Recommendation

THAT the Council of the Corporation of the Municipality of Wawa does hereby direct staff to begin the construction of a washroom complex at the Municipal Marina as per the 2024 Capital Budget.

AND THAT the Council of the Corporation of the Municipality of Wawa setup an unrestricted reserve fund should funding be received from Small Craft Harbours, to be used towards offsetting any operating costs and future capital needs.

End of Report.