

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input type="checkbox"/> High <input checked="" type="checkbox"/> Low
Submitted by:	Shannon Murphy, Emergency Planner, Emergency Management, smurphy@cobourg.ca	Meeting Type:	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
Meeting Date:	January 10, 2022		
Report No.:	Legislative Services - 01-2022		
Submit comments to Council			

Subject/Title: Use of Porta Potties in the Town of Cobourg Downtown and Waterfront.

RECOMMENDATION:

THAT Council receive the Staff Report for information purposes and;

FURTHER THAT Council provide direction to Municipal Staff regarding the placement of Porta Potties with the endorsement of one of the options as outlined in the Staff Report to be funded through the COVID-19 Safe Restart Government Funding.

1. STRATEGIC PLAN

Not applicable.

2. PUBLIC ENGAGEMENT

Not applicable.

3. PURPOSE

To provide Council with options and costing for providing access to washrooms during the winter months when current public facilities along the waterfront are closed.

4. ORIGIN AND LEGISLATION

On January 3, 2022, the Committee of the Whole, Council requested that staff investigate the placement of porta-potties along the waterfront area for residents outside enjoying outdoor recreational activities.

5. BACKGROUND

Public washrooms located at Victoria Park and the marina building are traditionally closed in the winter due to our current facilities not being winterized buildings. Historically during the winter months residents have had access to municipal owned facilities at the transit shelter and at Victoria Hall during the winter months.

In 2019 due to the pandemic Covid-19, many privately owned facilities were under lockdown orders. At that time finding a washroom facility was challenging so the Town placed porta-potties in the parks for residents to access. On Friday January 7, 2022, the Transit Shelter needed to be closed for public access to accommodate a staff workspace at the outdoor rink. Staff will be working from 12pm-8pm 7 days a week out of the transit shelter for the month of January or until covid-19 provincial restrictions are lifted. The use of the Transit shelter is an interim measure for workplace safety. Using the transit shelter was the most economical solution for a required workplace. Porta-potties at a cost of \$ 3,690 per month will be on site at the rink to replace the public washrooms located inside the transit shelter.

6. ANALYSIS

The purpose of this Staff report is to provide options for Council to make a decision regarding the placement of additional porta potties for residents to have access to while the current lockdown has Victoria Hall and many businesses closed to public access.

OPTION #1: THAT Council direct staff to place two (2) accessible porta potties outside Victoria Hall until the building reopens to the public. This option would be to provide the normal access to washroom facilities in the winter.

OPTION #2 THAT Council direct staff to place six (6) accessible porta potties, two (2) outside Victoria Hall until the building reopens to the public, two (2) at the Marina and two (2) located near Lion Pavilion at the east side of Victoria Park. This would accommodate the needs of the public partaking in outdoor recreation until the spring when the seasonal facilities reopen to the public.

Due to the incidents of vandalism that we have seen historically with these units after hours when Town staff are not working, it is recommended that the porta-potties be open from 8:00am to 4:00 pm daily. Parks staff can lock up the units before they go off shift.

The porta-potties will require police and by-law to monitor them daily. These porta-potties have been a site for drug activity and historically staff have experienced challenges when locking up at the end of day.

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

The following is a breakdown of the cost of associated with the installation and cleaning of the Porta Potties.

Option #1 - Victoria Hall Only:

\$ 3,960 per month +HST

Option #2 – Victoria Hall, west and east side of Waterfront:

\$ 11,820 per month plus HST

Should the hours the facilities remain open to the public extend beyond 4:00pm additional staffing costs will be \$7,812 per month till 8pm.

Based on past incidents there should also be a budgeted additional amount of \$1,000 to cover the costs of any damages. This amount is based on what costs have been incurred previously with respect to damages.

Below is the cost of the use of Porta Potties in 2020 and 2021:

2020- \$ 115,497.59

2021- \$ 104,153.89

The cost associated with the use of Porta Potties would be funded through the COVID-19 Safe Restart Government Funding.

8. CONCLUSION

That Council provide direction to Municipal Staff regarding the placement of Porta Potties with the endorsement of one of the options as outlined in the Staff Report. The Council decision and direction to staff on option 1 or 2 can be implemented by Tuesday January 11, 2022.

Report Approval Details

Document Title:	Use of Porta Potties for expanded capacity of public facilities .docx
Attachments:	
Final Approval Date:	Jan 7, 2022

This report and all its attachments were approved and signed as outlined below:

Brent Larmer, Director, Legislative Services/Municipal Clerk - Jan 7, 2022 11:30 AM

Tracey Vaughan, Chief Administrative Officer - Jan 7, 2022 - 12:01 PM