

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input checked="" type="checkbox"/> High <input type="checkbox"/> Low
Submitted by:	Ian D. Davey, BBA CPA CA Treasurer Director of Corporate Services idadavey@cobourg.ca	Meeting Type:	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
Meeting Date:	February 16, 2021		
Report No.:	Corporate Services-024-21		
Submit comments to Council			

Subject/Title: Northam Industrial Park – Building 17 South

RECOMMENDATION:

THAT Council receive this report for information purposes and

FURTHER THAT a by-law be prepared to authorize the Mayor and Municipal Treasurer to execute a Lease Agreement with **GO GREEN TOGETHER** for approximately 1,817 square feet of space in Building 17 South as shown on Schedule “B1” to this report.

1. STRATEGIC PLAN

Pillar – Prosperity – The Town plans for, markets and develops assets for economic growth and financial security.

2. PUBLIC ENGAGEMENT

N/A

3. PURPOSE

The purpose of this report is to provide an update to Council on the results of the negotiations with Go Green Together and more specifically the Cycle Transitions Group.

4. ORIGIN AND LEGISLATION

Cycle Transitions have been operating out of space in the former Public Works building located at 390 King St W since May 2018. Prior to that this group had been located in Building 13 in Northam Industrial Park but were asked to relocate so that the construction on Venture 13 could take place.

5. BACKGROUND

One of the strategies used by most municipalities in dealing with the pandemic has been to split outside workers into two teams in the event of an outbreak within their staff.

Early on in the pandemic, the staff of the public works department was split with half working out of Building 7 and the other half working out of the former public works building at 390 King Street West. This strategy worked well through the summer and early fall but it became apparent that in order to continue working effectively through the busy winter season the crew working out of 390 King would need the entire space.

Discussions took place with Cycle Transitions to determine if an alternative location could be found to allow them to carry on their work and it was agreed that moving back to Northam into the space formerly occupied by the Food Bank in Building 17 South was the best option.

Building 17 South is located directly to the west of Venture 13.

Under the terms of the lease the space is to be used only as a bicycle repair shop, to sell used bicycles, and to conduct training sessions on bicycle repair.

6. ANALYSIS

The term of the lease is for a five year period commencing January 1, 2021 and expiring December 31, 2025.

The monthly rent will be \$700 plus HST for the term of the lease. This amount includes property taxes, insurance and utilities.

In terms of improvements a budget of \$6,000 has been established which includes architectural drawings, removal of some internal partition walls, cleaning up of the electrical and the installation of a second exit door as required under the building code.

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

Under the terms of our previous agreement for the space at 390 King Street West, the group was paying \$500 per month with similar terms and conditions.

The increase to \$700 per month stays within the means of the group to pay and allows our Public Works department to operate in a safe location during the crucial winter months.

8. CONCLUSION

That a by-law be presented to Council as part of the February 22, 2021 Regular Council meeting authorizing the Mayor and Municipal Treasurer to execute a lease agreement with Go Green Together for approximately 1,817 square feet of space in Building 17 South for the period from January 1, 2021 through December 31, 2025

Report Approval Details

Document Title:	Northam Industrial Park - Building 17 South - Corporate Services-024-21.docx
Attachments:	- Northam Building 17 South.pdf
Final Approval Date:	Feb 4, 2021

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

Tracey Vaughan, Chief Administrative Officer - Feb 4, 2021 - 2:10 PM