

## **COMMUNICATION 132089**

Received From: Joanne Henderson, Manager of Recreation & Culture  
Addressed To: Committee of the Whole  
Date: June 22, 2021  
Topic: Train Station Lease Proposal

### **SUMMARY**

Staff has received a proposal from Cara Lewis, Owner/Operator of Under Pressure Coffee House to share space at the Active Living Centre (former Train Station).

### **BACKGROUND**

In March of 2019, Council supported proceeding with the implementation and planning for the Carleton Place Seniors' Centre.

According to the 2016 Census, 25.84% of the population are considered seniors 60 and above, and seniors continue to be a growing segment of the population.

The Active Living Centre (ALC) opened in the fall of 2019 with some programming. The ALC currently utilizes all space within the Centre other than the easterly part of the building currently leased by Drive 2. The Town of Carleton Place was successful in an application to the New Horizons for Seniors Program which provided funding to help with the purchase of equipment for the Active Living Centre as well as upgrades to the kitchen. The upgrades to the kitchen were delayed while the Station accommodated the Carleton Place Library due to their renovation.

One of the many social activities that the Active Living Centre has promoted is having the seniors participate in cooking classes, the preparation and sharing of meals so that the seniors do not have to eat in isolation. COVID 19 has unfortunately prevented the Station Active Living Centre from operating at its full potential over the past year and a half. However, as the province begins to reopen, staff are eager to return to the building and begin introducing seniors programming. The intent is to have the Active Living Centre operating as soon as provincial regulations permit.

### **DISCUSSION**

Staff has received a proposal for lease of space in the former Train Station from the owner of Under Pressure Coffee House, Cara Lewis. It should be noted that any space leased by Under Pressure will reduce the space available to be used by the ALC. The proposal outlines three (3) different options utilizing varying areas and sizes of space. A copy of the floor plan indicating areas is attached to this report. The options below are as outlined by Cara Lewis:

#### **Proposal 1**

This is the best scenario for Under Pressure and would provide similar capacity to the Café's current location.

## Space Usage

Under Pressure rents and carries on business in Areas A, B and C and uses communal washrooms spaces Areas D.

**Entrance E1** to be primary entrance for Under Pressure.

**Entrance E2** to be communal, wheelchair accessible entrance for both Under Pressure and Active Living.

**Entrance E3** to be used for deliveries for Under Pressure. E3 will also be the access door to an enclosed patio area that will be part of Under Pressure's seating area, weather permitting.

**Area A** to be primary customer seating and coffee bar area including the espresso maker, front counter, display fridge(s), and other front-of-the-house necessities. A sliding, locking door to be installed between Area A & Area B.

**Area B** to be additional seating area for Under Pressure customers, a throughway to accessing communal washroom spaces, Areas D and access to the patio area via Entrance E3.

**Area C** to be the Under Pressure kitchen containing cooking, refrigeration, dishwashing equipment, etc.



Under Proposal 1, Under Pressure would:

- Reserve a section of Area B, near the hallway leading to Areas D to be set up and used as a Reception Desk for Active Living.
- Allow Active Living to reserve, in advance, Area B for up to a maximum agreed upon hours per month.
- offer, with sufficient advanced notice, preferred-rate catering for in-house ALC events.

This proposal would:

- remove the most amount of space from the Active Living Centre for its programming including Area B, which is the area currently used as a common area for the ALC.

The proposal offers that Area B may be reserved by ALC, in advance for a maximum agreed upon number of hours per month.

- Require sharing the washroom facilities with the ALC
- Mean the ALC would not have access to the kitchen area or the food prep area / cleaning room.

## Proposal 2

This scenario reduces the Café's capacity to likely a maximum of 20 seats reducing the potential income of the business significantly.

## Space Usage

Under Pressure rents and carries on business in Areas A and C and uses communal washroom spaces Areas D.

**Entrance E1** to be primary entrance for Under Pressure.

**Entrance E2** to be entrance for Active Living.

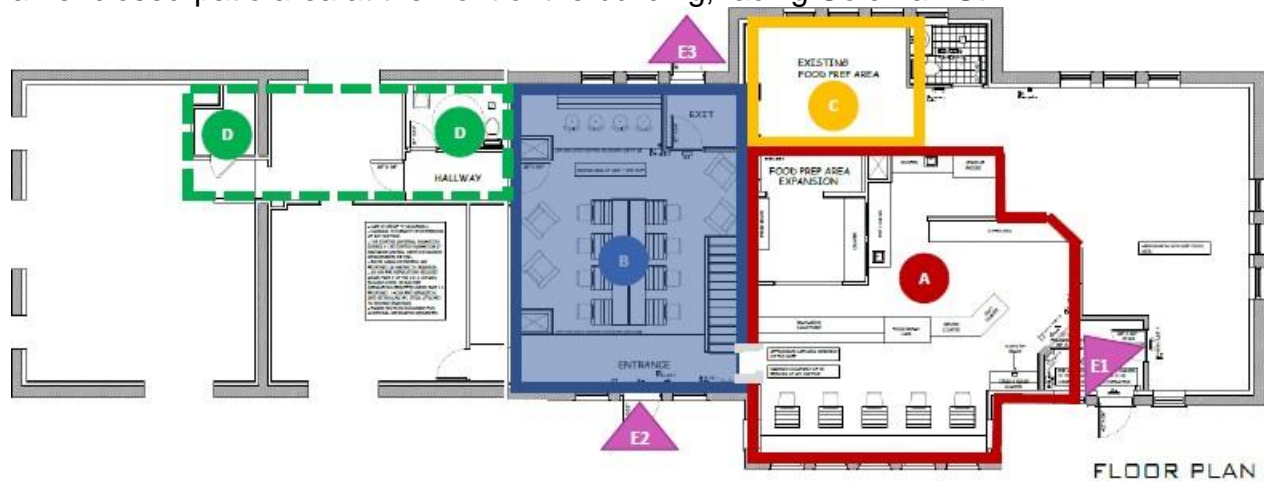
**Entrance E3** to be used for deliveries for Under Pressure.

**Area A** to be primary customer seating and coffee bar area including the espresso maker, front counter, display fridge(s), and other front-of-the-house necessities. A sliding, locking door to be installed between Area A & Area B will be used as access for Under Pressure customers and staff to the communal washroom spaces in Areas D.

**Area B** to be part of Active Living, to be used as a throughway to accessing communal washroom spaces in Areas D.

**Area C** to be the Under Pressure kitchen containing cooking, refrigeration, dishwashing equipment, etc.

Additional, seasonal seating would be available to Under Pressure customers in an enclosed patio area at the front of the building, facing Coleman St.



Under Proposal 2, Under Pressure would:

- Offer, with sufficient advanced notice, preferred-rate catering for in-house ALC events.

This proposal would:

- remove a lesser amount of space from ALC than Proposal 1 but still a significant area
- mean Under Pressure would use the kitchen area exclusively and share the food prep area/cleaning room with the ALC which will have impacts on programming at the ALC;
- mean Under Pressure would like to offer seasonal seating in an enclosed area at the front of the
- mean Under Pressure Coffee House would need to share the washroom facilities with the ALC.

### **Proposal 3**

According to Under Pressure, this proposal is the least viable of the three limiting the amount of food prep space and seating alike but accommodates the Manager of Recreation and Culture's desire to maintain the full kitchen as part of the ALC.

### **Space Usage**

Under Pressure rents and carries on business in Areas A and uses communal washroom spaces Areas D.

**Entrance E1** to be primary entrance for Under Pressure.

**Entrance E2** to be entrance for Active Living.

**Entrance E3** to be entrance for Active Living.

**Area A** to be sole space for Under Pressure and will include indoor customer seating and coffeebar area including the espresso maker, front counter, display fridge(s), and other front-of-the-house necessities. A sliding, locking door to be installed between Area A & Area B will be used as access for Under Pressure customers and staff to the communal washroom spaces in Areas D.

**Area B** to be part of Active Living, and used as a throughway to accessing communal washroom spaces in Areas D.

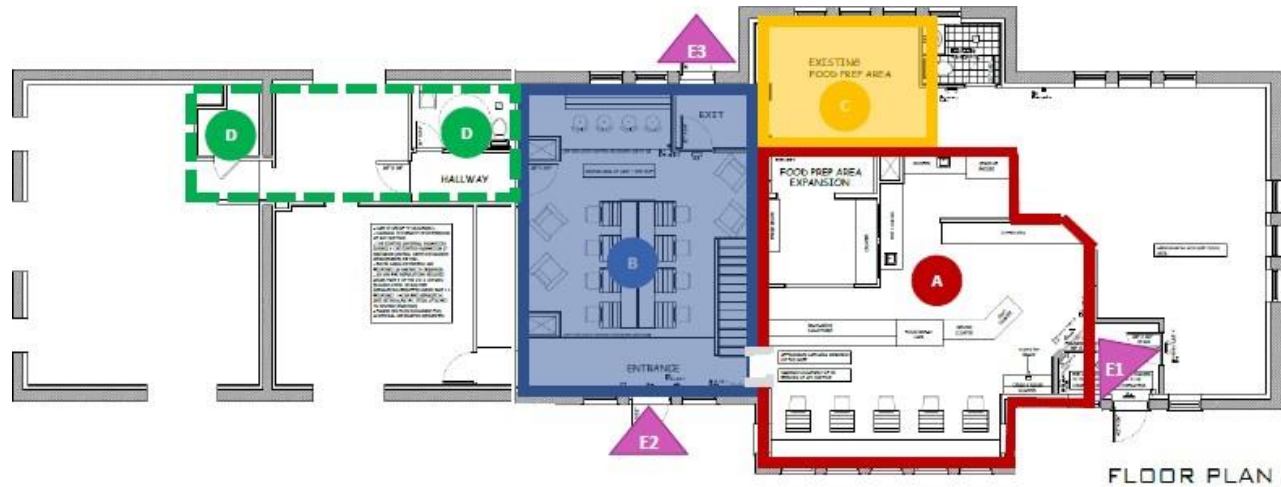
**Area C** to be part of Active Living.

Additional, seasonal seating would be available to Under Pressure customers in an enclosed patio area at the front of the building, facing Coleman St.

Under Proposal 3, Under Pressure would:

- Would offer, with sufficient advanced notice, preferred-rate catering for in-house ActiveLiving events.

**Note:** emergency exit to be identified by fire inspectors.



This proposal would:

- remove the least amount of space from ALC of the three proposal and would have the least impact on the ALC though still some impact
- mean Under Pressure would like to offer seasonal seating in an enclosed area at the front of the
- mean Under Pressure Coffee House would need to share the washroom facilities with the ALC.

## COMMENTS

Staff consulted with our community partner, Carebridge, who helps with programming at the ALC for their input into the proposal. There is concern regarding café customers traveling through the program space to use the washrooms both while programming is taking place and outside of hours used by the ALC. The intent of the Active Living Centre is to provide a healthy and safe space for seniors.

Also, there is a likelihood that the Café will be open outside the hours of the ALC and Café customers will still require access to the washrooms. This access will be unsupervised and has the potential of compromising ALC's assets.

In addition, an application was submitted and approved for a New Horizons Grant which was specifically written to purchase equipment and offer food safety programs that directly engage ALC members. Without kitchen facilities, this cannot be accomplished.

Staff has also spoken with the Building Department and have been informed that the change of use would require the following:

1. Any cooking (even with a residential stove) will require the installation of a proper NFPA 96 compliant hood system and potential fire suppression system depending on the items being prepared in the unit and interconnection with the existing fire alarm system.
2. The new tenancy will need to have a proper 45 minute fire separation and new rated enclosure installed between the walls of the unit(s) rented by Under Pressure if approved and the units used by ALC.
3. Re-labelling of the Fire Alarm system for new tenancies may be required by code as well, and that would require the reprogramming of the fire alarm panel.

The evaluation of these items will have to be done by a Mechanical Engineer and an Architect due to the type of occupancy. There may be a significant amount of work that is required and if Council makes the decision to rent some space to Under Pressure Coffee House, staff recommends that the tenant be responsible for all costs associated with the work required to bring the building into compliance with the Ontario Building Code and for any Development Permit approvals if required.

Prior to making a decision on moving the ALC into the former Train Station, the Town advertised the space formerly occupied by Hamsa Yoga and the Ginger Café to find another tenant with no success. The decision was made to provide a dedicated space for Seniors in Town that they could call their own. Staff believes the proposals from Under Pressure Coffee House limit the use of the Station as the Active Living Centre.

Given the space requirements of the Active Living Centre in the former Train Station located 132 Coleman Street, impacts to the programming and commitments made to provide a dedicated location for Seniors, Staff believes the request by Under Pressure Coffee House cannot be accommodated and therefore recommends that Council not proceed with any of the options presented.

### **FINANCIAL IMPLICATIONS**

Some of the funding received from the New Horizons for Seniors Program may need to be reimbursed if we do not proceed with the items outlined within the conditions of the agreement.

### **STAFF RECOMMENDATION**

THAT Council not proceed with any of the options outlined in the proposal by Under Pressure Coffee House for lease of space in the former Train Station.

