



TOWN OF AMHERSTBURG REGULAR COUNCIL MEETING

SUPPLEMENTARY AGENDA

Electronic Meeting
Public Participation via Livestream
<https://www.amherstburg.ca/livestream>

Monday, June 14, 2021
6:00 PM

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Pages

9. REPORTS – COMMUNITY & PROTECTIVE SERVICES

9.4. *Approval for Grant Funding, Applications and Donations for Community Gardens and Active Transportation Initiatives*

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It is recommended that:

1. The following capital projects, related over-expenditures and funding sources **BE APPROVED OR AFFIRMED** as outlined in the report from the Director of Community and Protective Services dated June 8, 2021:
 - a. Eighteen(18) Planter Boxes (10 GREEN CIRCLE Accessible boxes and 8 wooden boxes) for Community Gardens at 320 Richmond at a cost not to exceed \$22,000

including net HST, to be funded by a grant of \$12,000 from Amherstburg Community Foundation and a Federal Enabling Accessibility Fund - Youth Innovation Grant of up to \$10,000;

- b. Bike Repair Stations (2) and Bike Racks with Concrete Pads (4) at a cost not to exceed \$33,000 including net HST, to be funded by grants from the County of Essex (CWATS Municipal Partnership Program) of up to \$16,500 and a Transfer from Reserve – New Capital of up to \$16,500; and,
- c. Outdoor Furniture and Fixtures (3 picnic tables, 5 picnic tables with benches, 10 planter stands and 50 bollards) at a cost not to exceed \$20,000 including net HST, to be funded by a grant from the Southwest Ontario Tourism Corporation - Tourism Adaptation Fund of up to \$20,000.

12. REPORTS - CAO's OFFICE

12.3. *Temporary Relocation of Amherstburg Skateboard Park*

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It is recommended that:

- 1. The Town's skateboard park be temporarily relocated to an interim location at 320 Richmond Street until a permanent location is approved; and,
- 2. A 2021 capital project and related over-expenditure for construction of an asphalt pad to temporarily house the skateboard park as an extension to the parking lot at the rear of the 320 Richmond facility **BE APPROVED** at a total cost not to exceed \$75,000 including net HST, to be funded by a transfer from Reserve – Capital New for capital costs and from current taxation for operating costs.



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF COMMUNITY AND PROTECTIVE SERVICES

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Table with 2 columns: Author's Name, Report Date, Author's Phone, Date to Council, Author's E-mail, Resolution #.

To: Mayor and Members of Town Council

Subject: Approval for Grant Funding, Applications and Donations for Community Gardens and Active Transportation Initiatives

1. RECOMMENDATION:

It is recommended that:

- 1. The following capital projects, related over-expenditures and funding sources BE APPROVED OR AFFIRMED as outlined in the report from the Director of Community and Protective Services dated June 8, 2021:
a. Eighteen(18) Planter Boxes (10 GREEN CIRCLE Accessible boxes and 8 wooden boxes) for Community Gardens at 320 Richmond at a cost not to exceed \$22,000 including net HST, to be funded by a grant of \$12,000 from Amherstburg Community Foundation and a Federal Enabling Accessibility Fund - Youth Innovation Grant of up to \$10,000;
b. Bike Repair Stations (2) and Bike Racks with Concrete Pads (4) at a cost not to exceed \$33,000 including net HST, to be funded by grants from the County of Essex (CWATS Municipal Partnership Program) of up to \$16,500 and a Transfer from Reserve – New Capital of up to \$16,500; and,
c. Outdoor Furniture and Fixtures (3 picnic tables, 5 picnic tables with benches, 10 planter stands and 50 bollards) at a cost not to exceed \$20,000 including net HST, to be funded by a grant from the Southwest Ontario Tourism Corporation - Tourism Adaptation Fund of up to \$20,000.

2. **BACKGROUND:**

The Town of Amherstburg has developed a 'Community Hub' located at 320 Richmond Street that houses or will house tenants including: the Essex County Nurse Practitioner Led Clinic, Amherstburg Community Services, Fighting Island Boxing Club, and The House Youth Group. All of these building tenants support senior living, persons with disabilities, youth programming and physical wellness and health within the community. The synergies created between tenants is unique as it supports youth, seniors and persons with disabilities engaging in all manners of community support and inclusiveness.

Administration working collectively with the Amherstburg Community Foundation (ACF) and local youth through the Mayor's Youth Advisory Committee (MYAC) developed plans for a community garden located at 320 Richmond. The proposed community garden project was envisioned to be a catalyst project for seniors supporting youth and youth supporting seniors, potentially to the benefit of providing meals to those in need and as an educational experience. In addition, this vision is supported by the Parks Master Plan under the following recommendations:

Recommendation #10 – Maintain a commitment to universal accessibility, safety and comfort within the Town's parks system through compliance with the Accessibility for Ontarians with Disabilities Act (AODA) –including consultation with the Town's Accessibility Advisory Committee – and Crime Prevention Through Environmental Design (CPTED) principles.

Recommendation #17 – Continue to support expanded park use and programming by local volunteers through community development activities and special event coordination. Seek opportunities to integrate themes of healthy living and arts/ culture/ heritage into park designs, activities and events.

Recommendation # 26 - Establish programs that support environmentally-friendly practices in parks, such as recycling and liter-free park sites.

In order to move forward with the project ACF agreed to donate funding in the amount of \$12,000 to help with the initiative; at the same time Administration and local youth were working on an application for the Enabling Accessibility Fund Grant.

Further to the grant funding sought for community garden initiatives, funding for the Municipal Partnership Program (MPP) was obtained by Administration in order to support active transportation initiatives in Amherstburg. The MPP is intended to support outreach and local initiatives recommended in CWATS that align with the objectives and recommendations of the CWATS Master plan. The funding applications) submitted by Administration are for up to 50% matching funds from MPP that demonstrates support for an eligible program recommendation as identified in the CWATS Master Plan.

In August 2020, CWATS reached out to the region's municipalities to open the funding application process for bike repair stations with a 50/50 funding model. The Town's MPP application was approved by the CWATS committee in September of 2020. When the bike repair stations were actually received it was winter and weather conditions were not conducive to the installation of concrete pads thereby delaying their installation to spring of 2021. In January 2021, the annual MPP application opened up for another round of submissions for active transportation at which point a second submission was submitted

and approved by the CWATS Committee in March of 2021. These new assets will help support the biking community promoting active transportation and healthy living within the Town. These initiatives are also supported in the PMP under the following recommendations:

Recommendation #59 – Foster Stakeholder partnerships to enhance the long-term stewardship of trails and greenways.

Recommendation # 61 – Include adequate and safe infrastructure for bicyclist and pedestrians (i.e., on-road bike lanes, pedestrian sidewalks, and crosswalks at signalized intersections) through road construction and improvements, where appropriate and feasible.

Lastly, the Southwest Ontario Tourism Corporation - Tourism Adaptation Fund applied for by Administration in order to support efficient and effective recovery efforts in the tourism form the negative impacts caused by COVID-19. The funding application has been approved.

3. **DISCUSSION:**

This report seeks Council approval or affirmation for expenditures and funding sources for various initiatives not included in the approved budget and to advise Council that purchases were made for items not in the approved budget. Although funding was received to fund the purchase from other sources authority to incur the expenditure needs to be approved by Council.

It should be noted that a policy is required to establish community funding partnerships with a formal process and procedures in order to secure funding and initiatives that arise. This appears to be occurring more frequently as the senior levels of government and local groups are providing funding opportunities outside of the budget process. This was a recommendation contained within the PMP as recommendation # 32 which states the following:

Recommendation #32 – Prepare a community funding policy to define the role of public involvement (e.g., municipal grants) and fundraising in the ongoing management of the Town's parks system Going forward, Administration will work to seek such approvals either within budget recommendations or through in-year reports to Council in advance of committing to or expending funds, and will ensure procurement is in compliance with the approved Policy.

In some circumstances, timelines for funding applications are such that Administration is not able to seek Council approval to make a funding application in advance of the application deadline. Where such an application is made in advance of seeking Council approval to do so, Administration will ensure that such applications are limited to seeking funding for existing service levels or new service levels within the approved budget.

Wooden Planter Boxes (8) for Community Gardens at 320 Richmond Street and Amherstburg Community Foundation Grant Funding

The Amherstburg Community Foundation (ACF) has awarded the Town grant funding of \$12,000 for the implementation of community gardens to be located at 320 Richmond Street in Amherstburg. Administration in collaboration with MYAC and the Horticultural Society of Amherstburg have been working collectively to secure funding to build the gardens at this location. The project includes construction of 8 wooden planter boxes for \$12,000 including net HST, which will be capital assets of the Town. ACS will provide the garden program as part of their operations, with no operating costs or obligations of the Town. The estimated useful life of the wooden planter boxes is 5 to 8 years and the assets would not be renewed unless a new funding source was available in future. Administration recommends that Council support this initiative by accepting grant funding in the amount of \$12,000 from ACF and that the funds be used for wooden planter boxes to be used by ACS for a community garden program at 320 Richmond Street.

Mobile Plastic Planter Boxes (10) for Community Gardens at 320 Richmond and Application for Funding – Federal Enabling Accessibility Fund (EAF) - Youth Innovation Grant

To further aid the community garden initiative, Administration in collaboration with MYAC sought funding from the Federal Enabling Accessibility Fund (EAF) Youth Innovation Grant which is a grant that is sponsored by Employment and Social Development of Canada. The objective of the EAF grant is to support community based projects across Canada that improve accessibility, remove barriers, and enable Canadians with disabilities to participate in and contribute to their community. Funding for this grant specifically stated that it must be applied for by youth within the community. A member of MYAC led writing of the grant application as the youth accessibility leader, in collaboration with Administration. The vision for the project is an accessible community garden located at 320 Richmond through the purchase of ten (10) GREEN CIRCLE garden wheelchair accessible planters. The planters offer unrivaled wheelchair access, growing potential and comfort while seated or standing up. In addition, the GREEN CIRCLE garden planters use hydroponics to grow bigger, healthier plants. The innovative gardening stations offer one size-fits-all design that optimizes space to create a comfortable high yielding garden system.

The project includes the purchase of ten (10) accessible plastic, mobile planter boxes at a cost of \$10,000 including net HST, to be funded by the EAF grant. ACS has agreed to help plant and tend to the gardens as part of their operations, with no operating costs or obligations of the Town. The estimated useful life of the plastic planter boxes is 10 years and the assets would not be renewed unless a new funding source was available in future.

Bike Repair Stations (2) and Bike Racks with Concrete Pads (4) and application for grant funding under the CWATS Municipal Partnership Program (MPP)

As noted above, Administration applied for funding under the MPP in 2020 and again in 2021 to support a project to install 2 bike repair stations with concrete pads at a cost not to exceed \$11,000 including net HST (2020 application) and a project to install 4 bike racks with concrete pads at a cost not to exceed \$22,000 including net HST (2021 application); all to be funded 50% by MPP and 50% by the Town.

Though the capital purchase was not approved in the 2020 Budget, the two bike repair stations with concrete pads were purchased in 2020 at a cost of approximately \$11,000;

Administration will follow up with the County of Essex to obtain the related 2020 MPP grant funding. The plan is to install one bike repair station with concrete pad on the waterfront lands (former Duffy's property) and one at Toddy Jones Park.

The purchase and installation of the 4 bike racks with concrete pads is planned for 2021, to be funded 50% by the MPP grant and 50% by the Town.

These items are/will be new Tangible Capital Assets of the Town and will provide a benefit to users at a reduced cost. However going forward the Town will be responsible for both operating and capital renewal costs.

Outdoor Furniture and Fixtures (picnic tables, planter stands and bollards) and application for Southwest Ontario Tourism Corporation - Tourism Adaptation Fund – Grant (SOTC-TAF)

Administration applied for funding under the SOTC-TAF toward the purchase of outdoor furniture and fixtures to accommodate social distancing and to facilitate events and gatherings, such as Open Air weekends, during in compliance with pandemic safety guidance and for the future.

The project includes the purchase of eight (8) ADA wheelchair accessible picnic tables and 5 picnic tables and benches for the Kings Navy Yard Park Parkette (fountain area) which will increase current accessible and safe distanced seating in a public gathering location. It also includes the purchase of ten (10) steel support planter bases for under the stone planters that will increase labour efficiency when needing to move the planters that are used during public events and regular operations. Finally, the project includes the purchase of 50 flex post bollards to be used for street closures for downtown special events and gatherings.

The total project cost for purchase and installation of these items is not to exceed \$20,000 including net HST, to be funded by the SOTC-TAF grant. Though the capital purchase was not approved in the 2021 Budget, these assets have been purchased. Further, these items are Tangible Capital Assets (TCA) of the Town for which the Town will incur both operating and capital renewal costs going forward.

4. RISK ANALYSIS:

There is risk to the Town financially if we do not seek financial funding opportunities to reduce the operating and capital costs to the Town. There is also risk associated with policy non-compliance presently as those projects identified in the report were unauthorized. Unauthorized spending occurs when Administration moves forward to seek grants without Council approval and undertakes the works associated with the grant application/approval from senior levels of government or other third parties. In the case of the projects presented above this issue of noncompliance was identified and is relevant. In identifying this issue Administration will work to educate and ensure that staff will not proceed forward with new initiatives going forward subject to Council approval or until a funding/expenditure policy is approved by Council to allow such endeavours to proceed.

Should Council support the community gardens initiative, approval of the recommendations associated with funding the community gardens is needed to avoid a missed opportunity to grow plants this season.

Not accepting the recommendations of this report could lead to political and financial risk with senior government levels that approved funding applications and with community partners and youth that have been instrumental in securing funds needed for the various initiatives.

5. FINANCIAL MATTERS:

The financial impact of the projects outlined in this report are estimated as follows, **excluding** any ongoing costs for operating and capital maintenance and asset renewal:

Capital Project: Planter Boxes - Community Gardens 320 Richmond	Budget	Actual (incl. net HST)	Variance (over)/ under
Project Cost:			
Construction of 8 Wooden Planter Boxes	\$ -	\$12,000	(\$12,000)
Purchase of 10 Accessible GREEN CIRCLE Planter Boxes	-	10,000	(10,000)
Total Project Cost	\$ -	\$22,000	(\$22,000)
Project Funding:			
Donation – ACF	\$ -	\$12,000	(\$12,000)
Federal Grant (EAF)	-	10,000	(10,000)
Total Project Funding	\$ -	\$22,000	(\$22,000)

Capital Project: 2 Bike Repair Stations with Concrete Pads and 4 Bike Racks with Concrete Pads	Budget	Actual (incl. net HST)	Variance (over)/ under
Project Cost:			
Bike Repair Stations (2) with concrete pads	\$ -	\$ 11,000	(\$ 11,000)
Bike Racks (4) with anchors on concrete pads	-	22,000	(22,000)
Total Project Cost	\$ -	\$33,000	(\$33,000)
Project Funding:			
Grant – County of Essex (CWATS)	\$ -	\$ 16,500	(\$ 16,500)
Transfer from Reserve – New Capital	-	16,500	(16,500)
Total Project Funding	\$ -	\$33,000	(\$33,000)

Capital Project: Outdoor Furniture and Fixtures (picnic tables, planter stands and bollards)	Budget	Actual (incl. net HST)	Variance (over)/ under
Project Cost:			
Metal picnic tables (3 accessible)	\$ -	\$ 2,427	(\$ 2,427)
Metal picnic tables with benches (5)	-	4,145	(4,145)
Metal planter stands (10)	-	4,853	(4,853)
Flex Post and Bollards (50)	-	8,575	(8,575)
Total Project Cost	\$ -	\$20,000	(\$ 20,000)
Project Funding:			
Grant (SOTC-TAF)	\$ -	\$20,000	(\$20,000)
Total Project Funding	\$ -	\$20,000	(\$20,000)

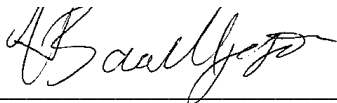
Financial impacts to the Town for operating and capital maintenance and renewal costs will be reflected in the 2021 variance and projection reports and in future budget recommendations as applicable. The TCA will be included in the Town's TCA inventory and in future Asset Management Plans.

6. CONSULTATIONS:

Anne Rota – Manager of Tourism and Culture
Justin Rousseau – Treasurer
Cheryl Horrobin – Director of Corporate Services

7. CONCLUSION:

The grant funding initiatives and capital projects outlined in this report assist in addressing the ongoing need to find alternative social and economic improvement funding that contribute to healthy outcomes, a vibrant community and pandemic resilient strategies.



Heidi Baillargeon
Director of Community and Protective Services

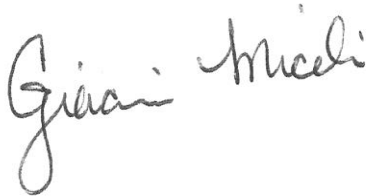
Report Approval Details

Document Title:	Approval for Grant Funding, Applications and Donations for Community Gardens and Active Transportation Initiatives .docx
Attachments:	
Final Approval Date:	Jun 11, 2021

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



Cheryl Horrobin



John Miceli



Paula Parker



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Table with 2 columns: Author's Name, Report Date, Author's Phone, Date to Council, Author's E-mail, Resolution #.

To: Mayor and Members of Town Council

Subject: Temporary Relocation of Amherstburg Skateboard Park

1. RECOMMENDATION:

It is recommended that:

- 1. The Town's skateboard park be temporarily relocated to an interim location at 320 Richmond Street until a permanent location is approved; and,
2. A 2021 capital project and related over-expenditure for construction of an asphalt pad to temporarily house the skateboard park as an extension to the parking lot at the rear of the 320 Richmond facility BE APPROVED at a total cost not to exceed \$75,000 including net HST, to be funded by a transfer from Reserve - Capital New for capital costs and from current taxation for operating costs.

2. BACKGROUND:

On August 13, 2018, Council adopted the Parks Master Plan (PMP) prepared by Monteith Brown Planning Consultants by resolution #20180813-271 which stated:

- 1. The report from the Manager of Planning Services dated July 24,2018 regarding the Parks master Plan Draft for Approval BE RECEIVED; and,
2. The Parks Master plan, as appended to that report, BE ADOPTED

Included in the PMP adopted by Council was Recommendation 50 which stated the following:

To relocate the existing skate park components to a new site in Urban Amherstburg once Centennial Park is decommissioned. Undertake a site evaluation exercise to determine a preferred location.

Also included in the PMP was Recommendation 73 which stated:

Relocate many major outdoor recreation amenities currently housed at Centennial Park to the Libro Credit Union Centre. This may include: skateboard park, ball diamonds (4), tennis courts, and basketball courts. Future considerations for the Libro Credit Union Centre (in addition to the re-location of Centennial Park amenities) include development of a second splash pad and installation of interpretative signage and features to promote appropriate access to Big Creek. A concept plan should be developed to guide investment.

In September 2019, Monteith Brown was hired to assist the Town in the development of the Libro Centre Expansion Master Plan (LCEMP), as was recommended in the PMP. This exercise was undertaken to assist the Town in further developing a secondary plan for the amenities that should be considered for relocation to the Libro Centre site (Libro). Consultation regarding the LCEMP began with the Mayor's Youth Advisory Committee on November 28, 2019. Public consultation on the LCEMP began with members of the public on January 11, 2020. On March 11, 2020 Administration consulted with the Parks & Recreation Advisory Committee. On September 8, 2020 Administration consulted with the Seniors Advisory Committee. On September 24, 2020 Administration consulted with the Accessibility Advisory Committee. At that time consultation was also completed with stakeholders and user groups. All advisory committees consulted were supportive of the LCEMP, which included an area for the skateboard park at the Libro.

On September 29, 2020 Council adopted Resolution # 20200928-308 in anticipation of the decommissioning of Centennial Park (PMP – Recommendation 50):

1. Administration BE DIRECTED to come back to the 2021 Budget with all costs associated with the new skate park;
2. The Libro Centre, 320 Richmond (former St. Bernard's School) and Jack Purdie Park BE CONSIDERED as the locations for the new skate park; and
3. The public BE CONSULTED on the 3 locations being considered.

In November 2020, the skateboard park was decommissioned and has been temporarily stored at the Town's Thomas Road facility.

Also in November 2020, during 2021 Budget deliberations, Council approved funding of \$75,000 for the relocation of the skate park based on budget issue paper PARKS-CAP-2, which outlined the following:

The Libro Secondary Plan has specifically identified a site for an extreme sports precinct which includes the installation of a skate board park. The Plan has been publicly vetted, presented to user and stakeholder groups, presented to applicable Committees of Council (Mayor's Youth Advisory, Senior's Advisory, Parks & Recreation and Accessibility) but has not been officially reviewed and adopted by Council.

The project in light of the imminent loss of the facility to which capital funds would be required in 2021 to relocate, would be for the relocation of the existing park without additional amenities. The only consideration for this funding would be for the construction of a suitable concrete surface, appropriate placement for the current equipment and installation of lighting. This would also be done in consultation with the stakeholder groups to ensure functionality. **The location of the skateboard park has been identified at the Libro Centre, which is in Urban Amherstburg.**

The project would include:

- Site preparation and installation of a concrete surface,
- Installation of the existing ramps and jumps,
- Installation of park lighting, accessibility features and signage

Administration completed a comparative site evaluation process of the 3 sites contemplated by Resolution # 20200928. Prior to the 2020 Budget process Administration requested a Comparative Site Assessment by Windsor Police Service (WPS). In November 2020, Administration received the Comparative Site Assessment of the sites contemplated based on a public safety perspective. The WPS assessment recommended the Libro site as the most suitable location for the skate park based on proven applications through universally recognized principles of Crime Prevention Through Environmental Design (CPTED).

In light of consultations during the LECMP and the review by WPS Administration, Administration brought forward a budget request recommending the Libro as the most suitable site for the skateboard park. Administration incorporated within the Libro Secondary Plan the Libro as being the planned site for the new skateboard park. As noted above, Administration also vetted the Libro as the recommended site for relocation of the skateboard park through the various user and stakeholder groups in addition to the Mayors Youth Advisory Committee, Senior's Advisory Committee, Parks & Recreation Advisory Committee and the Accessibility Advisory Committee.

Subsequent to the 2021 Budget process, Council adopted resolution 20201214-479 on December 14, 2020 which stated the following:

That the following motion BE RECONSIDERED (Resolution# 20200928) and the following motion was adopted:

Resolution #20201214

The Libro Centre, 320 Richmond (former St. Bernard's School), Jack Purdie Park and the north end of Centennial Park BE CONSIDERED as the locations for the new skate park; and

The public BE CONSULTED on the 4 locations being considered

Subsequently Administration began the work to design the options for the public consultation meetings to consider relocation of the skateboard park to 320 Richmond,

Jack Purdie and Centennial Park. Administration was in the process of beginning the public consultation meetings for the skateboard park, when at the February 22, 2021 meeting Council adopted resolution 20210222-057 as follows:

Option 2 – That Administration BE DIRECTED to proceed with public consultation for the rezoning of a portion of Jack Purdie Park in accordance with the highest and best use for the subject lands in accordance with the Town's Official Plan regarding Housing First Policy.

Based on that Council Resolution, the previously directed public consultation on possible relocation of the skateboard park to Jack Purdie Park or Centennial Park was suspended for a more fulsome public consultation that will provide residents with the highest and best uses for those parks overall. Options for highest and best use of Jack Purdie Park and Centennial Park would include consideration of incorporating the skate park in the respective options presented to the public. Bezaire and Associates have been engaged to assist Administration to in developing concepts for the parks as directed by the Resolution.

At the April 12, 2021 Councillor McArthur requested an update for the skate park options. Council was advised by the CAO that renderings were expected to be available at the end of April. The renderings were not available to Administration at the end of April as advised. In light of the timing of the exercise Council requested that a temporary home be found for the skate park until the fulsome public consultation could occur. With this direction Administration focused on a temporary location without encumbering any of the lands at the Libro, Jack Purdie or Centennial Park in an effort not to jeopardize the public consultation process to address the highest and best use of park land at Jack Purdie and Centennial. In addition Council is awaiting the results of these public meetings to approve the Libro Master Plan as directed in Council Resolution #20210125-016.

Administration examined the possible use of two temporary sites for the skatepark relocation: 300 Victoria Street (former location of Fighting Island Boxing Club) and 320 Richmond. Upon completion of the review, 320 Richmond was determined to be the most suitable location for the temporary home because the 300 Victoria Street property is planned for disposal and is not of sufficient size to accommodate the skatepark equipment.

At the May 25, 2021 Council meeting a further update was requested on the status of determining a temporary skateboard park relocation site. At that meeting it was affirmed by the Director of Community and Protective Services that the parking lot to the east of 320 Richmond would be the most suitable location for temporary skate park and the aim would be to have the site available for the 3rd week in June; however the cost to do so was not known or discussed at that time.

3. DISCUSSION:

Subsequent to the May 25, 2021 meeting a Formal Request for Quotes (RFQ) was issued to five vendors to install an asphalt pad for a temporary Skate Park located at 320 Richmond St., just east of the community building in the existing parking lot area, as shown in Appendix A and labelled '**Option 1**'.

On June 4, 2021 the Town received two quotes, with the lowest quote of \$49,350 plus applicable taxes. Approval of the capital project to create the asphalt pad is needed in order to proceed with the temporary relocation of the skateboard park to 320 Richmond.

After the issue of the RFQ, in consideration of further 320 Richmond tenant input, the fact that the lands proposed to house the asphalt pad are no longer owned by the Town and to provide an option that would provide a sustainable asset for the Town's investment, Administration identified a second option for relocation of the skateboard park to that site. That area is to the rear of the community building and would be an extension to the parking area as shown in Appendix B and labelled '**Option 2**'. If approved, the asphalt pad to temporarily house the skateboard park will be an extension onto the current parking area behind the facility at 320 Richmond, which would be converted to additional parking for that site when the skateboard park is later relocated to a permanent site.

It is important to note that Option 1 would be for works on lands which the Town has recently sold to Arch for the future Long Term Care Facility. Improving such a location at a cost to taxpayers would not be in the best financial interest of the Town, as the value of the works would not be an asset to the Town and would not be available for use once the property owner requires use of that site. That said, it would be the more suitable choice based on CPTED standards and distance from the residential homes.

It is important to note that Option 2 would temporarily displace those individuals that park in the rear of 320 Richmond as they will be required to park in the parking lot facing Richmond St.. The Town may also receive complaints from the residents on Victoria St. abutting the property due to the close proximity of the skateboard park and the activity that will occur within the temporary skateboard park.

If Council directs Administration to proceed with the temporary relocation of the skateboard park to 320 Richmond, then the asphalt pad is recommended to be constructed at the location under Option 2, to ensure that the Town derives a capital asset that will provide a persistent benefit to warrant the investment required to fund its construction.

4. RISK ANALYSIS:

Council may be subject to political criticism in light of the value of the expenditure for a temporary solution for relocation of the skateboard park; however it should not be lost that the Town would be improving a municipally-owned asset under Option 2. There is financial risk as operating and capital costs will be incurred for maintenance and renewal of the new asset. This temporary change in use necessitates the need to pave the area.

Should Council wish not to proceed they may also face political criticism for not returning recreational amenities to users in an expeditious manner.

5. FINANCIAL MATTERS:

A provision of \$75,000 has been approved in the 2021 Budget for the permanent relocation of the skateboard park. However, in order to temporarily relocate the skateboard park to an **interim location**, it is estimated that the full provision approved for the permanent relocation will be needed for the temporary site.

Capital Project: Temporarily Relocate Skateboard Park to 320 Richmond	Budget	Actual (incl. net HST)	Variance (over)/under
Project Cost:			
Asphalt Pad	\$ -	\$50,219	(\$50,219)
Allowance for other**	-	25,781	(25,781)
Total Project Cost	\$ -	\$75,000	(\$75,000)
Project Funding:**			
Transfer from Reserve – New Capital	\$ -	\$75,000	(\$75,000)
Total Project Funding	\$ -	\$75,000	(\$75,000)*

* The 2021 over-expenditure of up to \$75,000 for this project would be offset by the \$75,000 under-expenditure for the permanent relocation of the skateboard park.

** Allowance for other provides for other capital costs related to relocation of the skateboard park equipment; if the costs are operating expenses, such as repairs to the skateboard park equipment, they will be reflected in the Parks budget centre operating expenses and will be funded from taxation rather than a transfer from reserve. The total costs (operating and capital) will not exceed \$75,000 including net HST.

It is important to note that **additional funding will be required for a second relocation** of the skateboard park from the interim site to the permanent site, once the further Council-directed public consultations have been completed and Council approves the permanent relocation site selection. Funding for the relocation of the skateboard park from the interim site to the permanent site will be requested in a future budget.

The improvements to 320 Richmond have to date been financed by internal borrowing from the Parks Reserve, to be repaid by net proceeds from operations at that location. The use of the Capital New Reserve will apply taxation funding to a land improvement asset (creation of a new asphalt pad to house the skateboard park equipment), which is not a use related to the operations of 320 Richmond under the plan approved by Council.

As the procurement for the asphalt works anticipated under Option 1 was through an RFQ, the works must be constrained to a value of less than \$50,000 before taxes in order to comply with the Procurement Policy. If Council directs Administration to proceed with relocation of the skateboard park to 320 Richmond, Administration will work with the bidder providing the low quote to apply the established unit prices to the location identified under Option 2.

6. CONSULTATIONS:

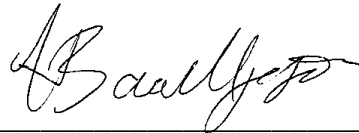
Monteith Brown Planning Consultants
Windsor Police Service
Director of Corporate Services

7. CONCLUSION:

The recommendations of this report are pursuant to Council's direction to explore an interim site for the temporary relocation of the skateboard park until a permanent relocation site is determined. And further they support proceeding with the works required at the interim location of 320 Richmond for temporary relocation of the skateboard park.



Giovanni (John) Miceli
Chief Administrative Officer



Heidi Baillargeon
Director, Community & Protective Services

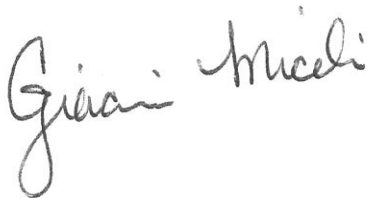
Report Approval Details

Document Title:	Temporary Relocation of Amherstburg Skateboard Park.docx
Attachments:	- APPENDIX A OPTION 1 and APPENDIX B OPTION 2.pdf
Final Approval Date:	Jun 11, 2021

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



Cheryl Horrobin



John Miceli



Paula Parker

APPENDIX A – OPTION #1 – 320 RICHMOND STREET



APPENDIX B – OPTION 2 320 RICHMOND STREET



