
HALDIMAND COUNTY

Report PED-COM-15-2018 Community Partnership Program – Selkirk Chamber of Commerce Park Entrance Rehabilitation



For Consideration by Council on June 25, 2018

OBJECTIVE:

To approve a community request to undertake, at the entrance to Selkirk Park, the rehabilitation of Memorial Gates including stone pillars, memorial plaques and related features, and to approve associated capital project funding from the Community Partnership Capital Reserve and the Ward 1 Community Vibrancy Fund, and to approve, in principle, the entering into of a Shared Driveway Agreement and Use Agreement with the Selkirk Baptist Church and the Selkirk Chamber of Commerce.

RECOMMENDATIONS:

1. THAT Report PED-COM-15-2018 Community Partnership Program – Selkirk Chamber of Commerce Park Entrance Rehabilitation be received;
2. AND THAT the request from the Selkirk Chamber of Commerce to undertake the rehabilitation and enhancement of stone Memorial Gates at the entrance to Selkirk Park, including addressing accessibility and safety matters, be approved;
3. AND THAT capital funding to an upset amount of \$7,833, representing one-third of the total anticipated budget of \$23,500 to rehabilitate and enhance the Memorial Gates and associated pedestrian entrance, with related funding from the Community Partnership Capital Reserve, be approved;
4. AND THAT capital funding to an upset amount of \$7,833, representing one-third of the total anticipated project budget of \$23,500, also be contributed from the Ward 1 Community Vibrancy Fund;
5. AND THAT in order to complete the project, which is on a portion of property owned by the Selkirk Baptist Church, the County enter into a Shared Driveway Agreement and a Use Agreement with both the Selkirk Baptist Church and the Selkirk Chamber of Commerce that provides for seasonal access to the Selkirk Park, authorizes the work to the Memorial Gates and provides for ongoing maintenance and operations of the driveway, as set out in Report PED-COM-15-2018 Community Partnership Program – Selkirk Chamber of Commerce Park Entrance Rehabilitation;
6. AND THAT a by-law authorizing the Shared Driveway Agreement and Use Agreement be presented to Council for enactment;
7. AND THAT the Mayor and Clerk be authorized to sign the attached Shared Driveway Agreement and Use Agreement with the Selkirk Baptist Church and the Selkirk Chamber of Commerce;
8. AND THAT project and funding approval are conditional upon compliance with Haldimand County Policy 2011-01 and County standards, permits and processes;
9. AND THAT the revised budget as outlined in PED-COM-15-2018 be approved.

Prepared by: Katrina Schmitz, Community Partnership Liaison

Reviewed by: Sheila Wilson, CPRP, Manager, Community Development and Partnerships

Respectfully submitted: Craig Manley, MCIP, RPP, General Manager of Planning and Economic Development

Approved: Donald G. Boyle, Chief Administrative Officer

EXECUTIVE SUMMARY:

The Selkirk Chamber of Commerce has consistently undertaken initiatives to enhance the community—from the downtown to the waterfront—with the aim of attracting residents and visitors to Selkirk for recreation, tourism and economic development purposes. At this time, the Chamber would like to rehabilitate and enhance the Memorial Gates leading to Selkirk Park, along Main Street West in downtown Selkirk. (Attachment 1) The decorative gates (project area) serve not only to welcome the public to the Park, but are also the site of annual Remembrance Day services. (Attachment 2). In order to ensure such work is completed by Remembrance Day this report is being presented to Council in advance of the summer recess period.

The stone pillars—which include memorial plaques—will be rehabilitated as the stone, brick and mortar have degraded and are crumbling. The surrounding area will be made more accessible/barrier-free with concrete pads from the sidewalk to behind the gates. Decorative wrought-iron gates will frame the entrance and the pillars, creating an eye-catching entryway.

The location of the gates and driveway to Selkirk Park is along the road allowance (Main Street West) and extends onto property owned by the adjacent Selkirk Baptist Church. (Attachment 3) This proposal includes a request for Haldimand County to enter into a Shared Driveway Agreement (Attachment 4) and Use Agreement (Attachment 5) with the Selkirk Baptist Church and the Selkirk Chamber of Commerce. The terms of the Agreements include Haldimand County undertaking seasonal driveway maintenance (April 1 to November 30) as well as equally sharing with the Selkirk Baptist Church any capital costs related to the maintenance and repairs of the driveway. The County, as owner of the Memorial Gates and related amenities at the driveway entrance, will be responsible for all maintenance and repairs to the gates; such repairs to be undertaken in partnership with the Chamber of Commerce and/or other community groups. This Agreement will also serve to legally formalize the existing access to the Selkirk Park that has been in existence for many years for the public.

The total anticipated project budget is \$23,500 and the Selkirk Chamber of Commerce is requesting a Community Partnership Program (CPP) grant of \$7,833, representing 33% of the total budget, which is in accordance with the CPP policy of funding up to 35% of a total project cost. As well, the local Councillor has indicated his desire to contribute one-third—or \$7,833—towards the project from the Ward 1 Community Vibrancy Fund.

BACKGROUND:

Haldimand County's Community Partnership Program (CPP) is intended to encourage and enhance strategic partnerships to the benefit of community stakeholders and the municipality, offering a simple, streamlined and customer-focused approach. The Program is intended to balance the rigor of the review process—necessary to ensure legitimate public interest issues are addressed—with flexibility and respect for the volunteer commitment of the groups.

Since 2011, more than fifty CPP projects have been approved and more than forty completed, leveraging almost \$1.8 million in community-raised funds to construct \$3.2 million in County enhancements.

The Selkirk Chamber of Commerce has a track record of community engagement and the ability to complete capital partnership projects. The request from the group is for:

- (i) Approval to enter into a three-way Shared Driveway Agreement and Use Agreement between Haldimand County, the Selkirk Baptist Church and the Selkirk Chamber of Commerce for access to the proposed project area and Selkirk Park;
- (ii) Approval to undertake this project, with an estimated budget of \$23,500, on portions of public property (road allowance) and property owned by the Selkirk Baptist Church; and
- (iii) Three-way funding for the project, including one-third each from the community group (\$7,834), the CPP Capital Projects Reserve (\$7,833) and the Ward 1 Community Vibrancy Fund (\$7,833).

ANALYSIS:

The Proponent:

The Selkirk Chamber of Commerce is an active civic partner and has made significant investments and contributions in creating a welcoming and professional presence in the lakeside community. The Chamber annually undertakes seasonal decoration and beautification of the community with support from Haldimand County's Community Beautification program, works with other community groups to develop events and activities for both residents and visitors and has initiated enhancements in Selkirk Park, including installing new lighting for the outdoor rink.

At this time, the Chamber would like to restore and enhance the Memorial Gates leading to Selkirk Park. This location serves not only as the primary access to Selkirk Park, but is also the location of the town's annual Remembrance Day ceremonies.

The Project:

The proposal from the Selkirk Chamber of Commerce includes:

1. Rehabilitating the stone pillars at the entrance to Selkirk Park, including brick pointing and brick replacement. The round cement caps, which have been vandalized in the past (rolled off the top of the pillar) and could pose a risk, will be replaced with granite 'roof-style' caps;
2. Restoration or replacement of the four memorial plaques recognizing local citizens who served and gave their lives in various wars;
3. Rehabilitation or replacement of decorative wrought-iron work and gates; and
4. Creation of a more accessible/barrier-free area from the sidewalk to behind the gates.

The anticipated budget for the project is \$23,500, and the Chamber and its partners intend to complete the work by October 2018, in time for Remembrance Day.

This request was reviewed by the interdepartmental team of County staff (the CPP Staff Review Team) and was favourably received. The enhanced Memorial Gates will provide a more inviting entry to the Park and will better support Remembrance Day activities. Staff will continue to work with the Chamber and its partners to ensure the work is completed to County standards, including securing locates prior to completion of the work as well as relevant permits, insurance, WSIB, etc.

The Property:

Although the gates and entry/driveway into Haldimand County's Selkirk Park have been used by the community for decades, the property is actually owned by the neighbouring Selkirk Baptist Church. Until now, the arrangement for access to the Park has been informal, with the County providing occasional maintenance of the driveway. During the project review, staff recommended a Shared Driveway Agreement and a Use Agreement be developed amongst the three parties—Haldimand County, Selkirk Baptist Church and Selkirk Chamber of Commerce—to clearly outline roles and responsibilities associated with both the gates and the driveway. Among the key terms are:

- Selkirk Baptist Church allows reasonable year-round access to the memorial gated-entrance and Selkirk Park;
- Haldimand County will undertake seasonal driveway maintenance (April 1 to November 30) as well as equally sharing with the Selkirk Baptist Church any capital costs related to the maintenance and repairs of the driveway;
- Selkirk Baptist Church is responsible for driveway maintenance from December 1 to March 31; and
- The County, as owner of the Memorial Gates and related amenities at the driveway entrance, will be responsible for all maintenance and repairs to the gates; such repairs to be undertaken in partnership with the Chamber of Commerce and/or other community groups.

The Chamber of Commerce and Haldimand County have met with representatives of the Selkirk Baptist Church and all parties are in favour of the proposed approach. A by-law to enact the Agreements will be presented to Council.

FINANCIAL/LEGAL IMPLICATIONS:

Policy No. 2011-01 states the Community Partnership Program (CPP) will encourage and actively support partnerships with not-for-profit community groups. Within the Community Capital Projects Grant Program, Council has the responsibility to approve community capital projects with an overall budget of greater than \$10,000.

The overall proposed budget for this project is \$23,500. The Ward Councillor has indicated his desire to contribute one-third (\$7,833) of project funding from the Ward 1 Community Vibrancy Fund (including the funds received from the Lake Erie underground transmission project) given the initiative complements County heritage, culture, recreation and tourism strategies. The group has also requested one-third project funding from the CPP (\$7,833), which is in keeping with the Capital Projects Grants funding limitation of 35% of the total project value, although the project will be 66% funded in total from County sources.

Based upon approved/recommended projects to date requiring funding from the Community Partnership Capital Reserve, there are sufficient funds available in the Reserve. Should this initiative be approved, there remains approximately \$35,764 in the Community Partnership Capital Reserve which is unallocated.

The CPP policy (2011-01) requires all community funding for Council-approved projects must be in place with the County or secured/confirmed with the applicable community group prior to the start of any construction. The Selkirk Chamber of Commerce has already secured significant funding towards the project and hopes to begin construction in August 2018 and complete the project by October 2018.

As a result of the proposed project, the following capital budget amendment is required:

	Current Approved Budget	Proposed Revised Budget
Expenditures:		
Selkirk Chamber of Commerce Memorial Gates Project	\$0	\$23,500
Total Expenditures:	\$0	\$23,500
Financing:		
Community Contribution (33.3%)	\$0	\$7,834
Community Partnership Capital Reserve (33.3%)	\$0	\$7,833
Ward 1 Community Vibrancy Fund (33.3%)	\$0	\$7,833
Total Financing:	\$0	\$23,500

In addition to the funding required for the requested rehabilitation and enhancement, the Public Sector Accounting Board (PSAB) reporting standards require the County to record the fair market value of contributed assets. This enhancement will be amortized over the estimated life of the associated asset for accounting purposes.

On-going care of the Memorial Gates will be the responsibility of the Selkirk Chamber of Commerce and other community partners, potentially with Haldimand County support through the Community Beautification program. Additional annual operating costs related to maintenance of the driveway shared with the Selkirk Baptist Church will be the responsibility of Haldimand County through its Tax-Supported Operating Budget. As well, all capital costs related to the maintenance and repairs of the driveway will be equally shared by the County and the Baptist Church, and will impact the County's Tax-Supported Capital Budget.

STAKEHOLDER IMPACTS:

This application was assessed by the Community Partnership Program's Staff Review Team, which is comprised of Staff from all County Divisions. As well, staff from the Support Services Division oversaw the development of the Shared Driveway Agreement and Use Agreement. The proposal was further reviewed by the County's Accessibility Advisory Committee, which was supportive of the rehabilitation of this amenity and the efforts made to address enhanced accessibility for users.

REPORT IMPACTS:

Agreement: Yes

By-law: Yes

Budget Amendment: Yes

Policy: No

ATTACHMENTS:

1. Selkirk Memorial Gates & Park – Location Map.
2. Selkirk Memorial Gates & Park – Detail and Project Map.
3. Photo – Existing Gates.
4. Proposed Shared Driveway Agreement (Haldimand County, Selkirk Baptist Church, Selkirk Chamber of Commerce).
5. Proposed Use Agreement (Haldimand County, Selkirk Baptist Church, Selkirk Chamber of Commerce).