



Staff Report for Committee of the Whole Meeting

Date of Meeting: January 21, 2019

Report Number: [SRCS.19.03]

Department: Community Services
Division: Recreation and Culture Services

Subject: York Catholic District School Board Shared Use Agreement – SRCS.19.03

Purpose:

To seek authorization to enter into an agreement for the shared use of the Ed Sackfield Arena parking lot property with the York Catholic District School Board (YCDSB).

Recommendation(s):

- a) That the Mayor and Clerk be authorized to execute the shared use agreement between the Town of Richmond Hill and the York Catholic District Board.

Contact Person:

Darlene Joslin, Director of Recreation & Culture, extension 2423.

Report Approval:

Submitted by: Ilmar Simanovskis, Commissioner of Community Services

Approved by: Neil Garbe, Chief Administrative Officer

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), Town Solicitor (as required), Commissioner, and Chief Administrative Officer. Details of the reports approval are attached.

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Background:

The Ed Sackfield Arena Complex is adjacent to the Christ the King Catholic Elementary School. The YCDSB wishes the Town to allow school staff and authorized school visitors to park in the parking lot area at the arena during school hours and for occasional special events. As the normal school day is outside the normal peak prime time hours of the arena facility, Town staff are in support of this shared use agreement. The Town will undertake the required maintenance including snow plowing and salting and will invoice the YCDSB for 50% of their proportionate share at the end of each winter season.

Terms of the Agreement

The agreement will be in place for a five (5) year term, November 1, 2018 to October 31, 2023.

There will be an option to renew the agreement for a further five (5) year term, November 1, 2023 to October 31, 2028.

The YCDSB will be granted authorization to use the arena north parking lot area between the hours of 6:00 a.m. and 6:00 p.m. during the school day during the school year for parking vehicles owned by the School staff, and authorized school visitors. Parking between the hours of 6:00 p.m. and 11:00 p.m. during school special evening events will be approved providing the Town receive written notice at least thirty (30) days in advance.

The Town will perform the maintenance, including snow plowing and salting, in accordance with Town standards.

The Town will invoice the YCDSB at the end of each winter season for their proportionate share of the work (50%)

Financial/Staffing/Other Implications:

The maintenance costs for this parking lot area are included in the operations division budget and the Town is responsible for regular maintenance including snow clearance and salting. The YCDSB is required to pay its proportionate share (50%) and will be invoiced by the Town for all works at the end of each winter season.

Relationship to the Strategic Plan:

The proposed shared use agreement is in keeping with Goal 4 of the Corporate Strategic Plan “Wise Management of Resources in Richmond Hill”.

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Conclusion:

The staff and visitors of Christ the King Elementary School are currently utilizing parking at the Ed Sackfield Arena facility. It is necessary to enter into a shared use agreement to define the terms of such use and to allow the Town to recover a proportionate share of the winter maintenance costs associated with the north parking lot area. TCDSB has agreed to the terms of this agreement and are aware the report is being presented to Town Council for approval.

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Report Approval Details

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| Document Title: | York Catholic District School Board - Shared Use Agreement.docx |
| Attachments: | |
| Final Approval Date: | Jan 9, 2019 |

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

Ilmar Simanovskis - Dec 19, 2018 - 10:07 AM

Neil Garbe - Jan 9, 2019 - 10:23 AM