



TOWN OF MINTO

DATE: September 28, 2017

REPORT TO: Mayor and Council

FROM: Bill White, C.A.O. Clerk

SUBJECT: Proposed Parking Lot Agreement, Harriston Legion

STRATEGIC PLAN:

4.12 Investigate methods to encourage traffic passing through the Town to stop and shop such as enhanced urban design, way finding and entrance signage, easily accessible public parking.

5.5 Pursue, develop and encourage public private partnerships that are fiscally responsible, transparent and mutually beneficial including sponsorships. Establish and maintain appropriate relationships with private business.

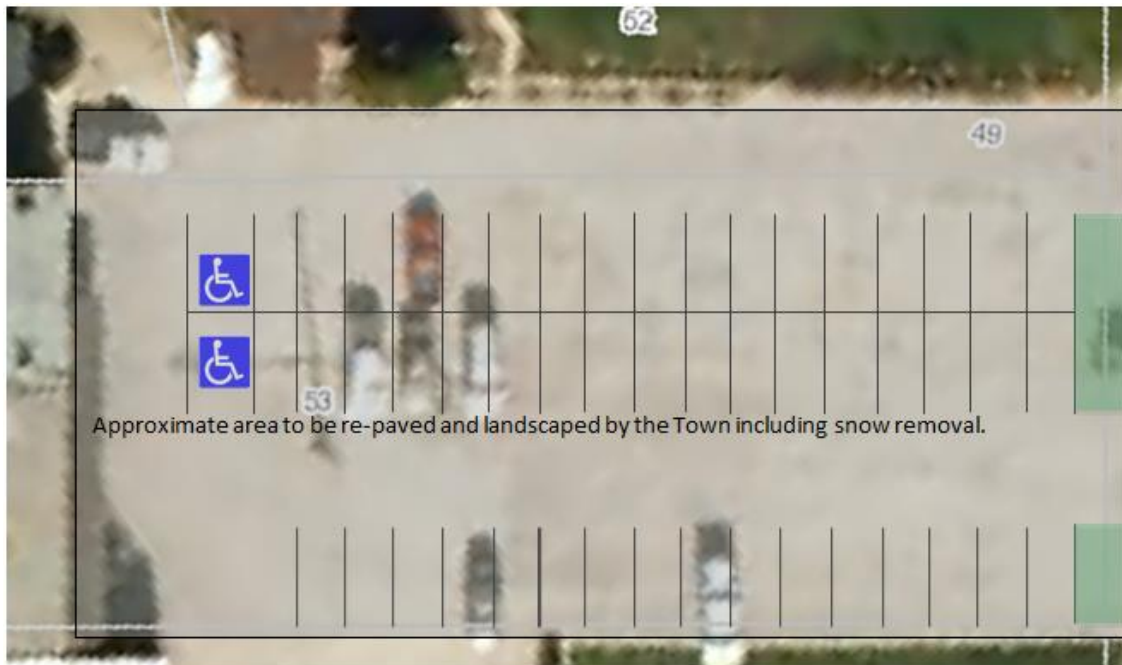
BACKGROUND

Earlier this summer the Town received a request from the Harriston Legion to re-pave the parking area behind their building due to damage from the flood. Since the 2017 asphalt paving program was set by Council, staff advised that their request could be considered for 2018 budget but recommended a formal agreement be signed between the parties to make responsibilities clear.



The Town removes snow and line paints the parking area, and the public can park there to access downtown businesses. This is an excellent relationship that staff suggests continue.

The parking lot should be re-paved and the sketch below shows the layout and recommended improvements. The Legion would like improved lighting and a new flag pole which can be included in the 2018 work.



COMMENTS:

The Town has various public parking areas in the three urban areas of Minto some of which it owns and others which are on lands owned by other parties and maintained by the Town. Many of the private lots upon which the Town maintains public parking do not have a formal agreement as to responsibilities and liability. In 2014 the Town signed a formal agreement with Harry Stone's to provide public parking on these privately owned lands. This agreement provides a good template for a Legion agreement with the following terms:

1. Town to resurface paved parking by July 1, 2018, and maintain drainage, line parking spaces, landscape and install public parking signage according to the drawing (see above plan).
2. Public parking permitted on new lot seven days a week 24 hours a day except for winter parking restrictions which apply.
3. Town to enforce winter overnight parking except the Owner may identify vehicles that may need to remain due to alcohol consumption.
4. Town conducts snow and ice removal as per minimum maintenance standards; if the Owner may do more maintenance at his own expense.
5. Lighting installed by the Town is municipal responsibility; lights on building Owner responsibility.
6. Mutual cooperation and regular meetings to work out problems that may arise.
7. Indemnity and insurance protection for both parties; Town named as an additional insured on minimum \$5 million commercial liability.

8. 20 year agreement option to renew for 5 years. Town opt out with 6 months written notice; Owner opt out with 6 months' notice and payment based on year of termination (full cost of parking lot if within 2 years vs. no cost to terminate after 17 years)

FINANCIAL CONSIDERATIONS:

Paving the parking area will be included in the 2018 budget under general asphalt resurfacing or as capital work depending on the approach recommended by Public Works staff and approved by Council.

RECOMMENDATION:

That Council of the Town of Minto receives the CAO Clerk's report dated September 28, 2017 and the letter from Ken Reuber from the Harriston Legion regarding a Proposed Parking Lot Agreement, and that a by-law be returned to Council in regular session to authorize the Mayor and C.A.O. Clerk to sign the agreement.

Bill White, C.A.O. Clerk