

CITY OF HAMILTON

Hamilton Police Services Board

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| Report to: Mayor & Members General Issues Committee | Submitted by: Lois Morin Administrator |
| Date: August 19, 2013 | Prepared by: Lois Morin Administrator 905-546-2727 |

SUBJECT: Lease Agreement – Stabling the Police Mounted Unit at the Ancaster Fairgrounds (PSB 13-073)

RECOMMENDATION:

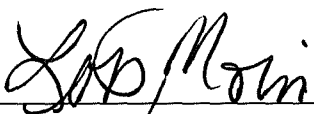
- (a) That a Lease Agreement be entered into between the City of Hamilton (Tenant) and Ancaster Agricultural Society (Landlord), for the purposes of providing a location for the HPS Mounted Unit, at the Ancaster Fairgrounds, 630 Trinity Road South, Ancaster., subject to the following terms and conditions:

Area: Approximately 4,800 square feet of ground level space, known as the Education Building, to be used as stables. Approximately 200 square feet of space in Merritt Hall to be used as administrative offices. The use of the riding arena when available for police horse training.

Term: A period commencing on September 1, 2013, and expiring August 30, 2021. The lease may be terminated by the Tenant at any time with no penalty after the first two (2) years of the Term by providing six months notice.

Rental Rate: \$6,000.00 per annum plus H.S.T. The payments will be made from Mounted Unit Rent Account #55358-376452.

- (b) That the Mayor and City Clerk be authorized and directed to execute the Lease Agreement and any and all ancillary documents in a form satisfactory to the City Solicitor.



Lois Morin, Administrator
Police Services Board

EXECUTIVE SUMMARY:

The Police Services Board met on Monday, August 12, 2013 and respectfully submits the above recommendation which, the Police Board approved.

BACKGROUND:

(see attached report PSB 13-073)

ANALYSIS OF ALTERNATIVES:

(see attached report PSB 13-073)

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

(see attached report PSB 13-073)

POLICIES AFFECTING PROPOSAL:

(see attached report PSB 13-073)

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

(see attached report PSB 13-073)

CITY STRATEGIC COMMITMENT:

(see attached report PSB 13-073)

**Attachment: PSB 13-073
Lease Agreement – Stabling the Police Mounted Unit at the Ancaster
Fairgrounds**

cc Chief Glenn DeCaire, Hamilton Police Service
Deputy Chief Eric Girt, Community Policing
Deputy Chief Ken Leendertse, Field Support
John Randazzo, Manager, Finance
Inspector Scott Rastin, Community Mobilization Division
Real Estate, City of Hamilton

HAMILTON POLICE SERVICES BOARD

- RECOMMENDATION -

DATE: 2013 June 17

REPORT TO: Chair and Members
Hamilton Police Services Board

FROM: Ken Leendertse
Acting Chief of Police

SUBJECT: *Lease Agreement - Stabling the Police Mounted Unit at the Ancaster Fairgrounds*
(PSB 13-073; see also PSB 12-079a)

RECOMMENDATIONS:

- a) That the Hamilton Police Services Board approve the proposed Lease Agreement be entered into, between the City of Hamilton (Tenant) and Ancaster Agricultural Society (Landlord), for the purposes of providing a location for the HPS Mounted Unit, at the Ancaster Fairgrounds, 630 Trinity Road South, Ancaster.
- b) That the Hamilton Police Services Board request that the Mayor and the City Clerk, of the City of Hamilton, execute a Lease Agreement, between the City of Hamilton (Tenant) and Ancaster Agricultural Society (Landlord), for the purposes of providing a location for the HPS Mounted Unit, at the Ancaster Fairgrounds, 630 Trinity Road South, Ancaster.
- c) That the Lease Agreement for 630 Trinity Road South, Ancaster, contains the following terms and conditions:

Area: Approximately 4,800 square feet of ground level space, known as the Education Building, to be used as stables. Approximately 200 square feet of space in Merritt Hall to be used as administrative offices. The use of the riding arena when available for police horse training.

Term: A period commencing on September 1, 2013, and expiring August 30, 2021. The lease may be terminated by the Lessee at any time with no penalty after the first two (2) years of the Term by providing a six-month notice.

Rental Rate: \$6,000.00 per annum plus H.S.T. The payments will be made from Account #55358-376614.

FINANCIAL / STAFFING / LEGAL IMPLICATIONS:

FINANCIAL – The payments will be made from Account #55358-376614. The Education Building at the Fairgrounds will require \$40,000.00 of leasehold improvements to convert the building into a stable. This includes \$20,000.00 for stalls and rubber mats which will be retained by the Police Service and can be relocated to any facility. The leasehold improvements are \$5,000.00 per year when amortized over the length of the lease. The present lease at Black's Equine Centre for storing five (5) horses is \$17,000.00 per annum. The move to Ancaster will save the Unit \$11,000.00 per annum. When including the amortized leasehold improvements, the move will save the Police Service \$48,000.00 over the term of the lease. The move will require contracting a part-time Barn Manager from the Part-Time Wages Account #51101-376452. The \$48,000.00 savings will help offset any additional costs put towards part-time contract labour.

STAFFING – The move to Ancaster Fairgrounds will require contracting a part-time Barn Manager. This recommendation was part of the final Mounted Unit Evaluation (*see PSB 12-079a*) approved by the Board in November, 2012.

LEGAL – The lease will be reviewed by the Police Service's Legal Counsel prior to implementation.

BACKGROUND:

The Police Mounted Unit began in 2010 and was based at Black's Equine Centre, in Binbrook. In the beginning, the facility was adequate for the Unit. Over the past several years, several issues were identified that needed to be addressed.

- High transportation time to trailer the horses from Binbrook to Downtown.
- Poor security as the Centre is a shared facility.
- Limited access to paddock space to turn the horses out.
- Inconsistent care for horses by Equine Centre personnel.

When the agreement with Black's Equine Centre expired in 2012, the Police Service looked for other options to stable the horses. A partnership was established with the Ancaster Agricultural Society. The Society is a not for profit community based organization. The Society agreed to provide the Police Service with a 4,800 square foot private building that was suitable for conversion into a stable and a 200 square foot office in Merritt Hall. In addition, the Society will allow free use of the horse arena, as well as paddock space for horse turn out. The \$500.00 per month rent is a cost recovery

for the Society who will pay all utility and common fees. The move to Ancaster is beneficial to the Mounted Unit, for the following reasons:

- Close highway access to the Downtown, reducing transportation time.
- Enhanced security for police horses.
- Large paddock space which will enhance the health of the horses.
- Larger stable facility and improved office space.
- Enhance public access to Mounted Unit (secure storage at a community property).

The conversion of the building to a stable will cost the Police Service \$40,000.00 in leasehold improvements. This includes \$20,000.00 for stalls and rubber mats which will be retained by the Police Service and can be relocated to any facility. The length of the lease is eight (8) years to assist in the amortization of the investment. Including the amortization of leasehold improvements, the move will provide a superior facility and save the Police Service \$48,000.00 over the term of the lease.

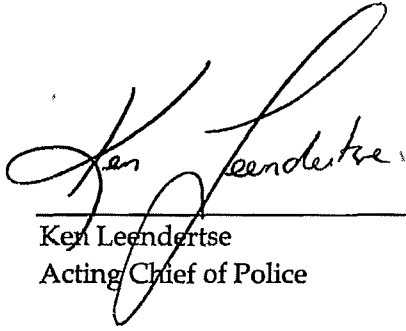
The relocation to Ancaster requires staff to look after the horses when police personnel are not available. The move provides an opportunity to address the November 2012, final Mounted Unit evaluation, recommending the hiring of a part-time Barn Manager to look after the administrative issues for maintaining the Unit. These include:

- Purchasing food and shavings.
- Administration of the volunteer program.
- Cleaning stalls and trailers.
- Grooming horses.
- Scheduling horses' rest and work.
- Exercising and training horses.
- Maintaining Veterinarian and Farrier appointments, monitoring horses' health.

These duties are presently being fulfilled by the Mounted Unit Sergeant. Contracting a part-time Barn Manager allows the Mounted Sergeant to supervise the Mounted Officers on patrol, instead of performing non-policing administrative duties. A Barn Manager will lead to consistent equine healthcare management and improve the efficiency of the program.

Ancaster Agricultural Society is a very supportive partner of the Police Service and the Mounted Unit. Their commitment to providing space for the Mounted Unit will enhance the efficiency to the Unit, as well as the health and wellbeing of our five (5) horses.

The partnership is an excellent example of Teamwork as outlined in the 2013-2015 Hamilton Police Service Business Plan: *"The Hamilton Police Service works in collaboration with the community stakeholders that it services, shares resources as needed and takes part in community team activity aimed at improving crime prevention and protection."*



Ken Leendertse
Acting Chief of Police

KL/S. Rastin/D. Bowman

cc: Eric Girt, Deputy Chief, Community Policing
Ken Leendertse, Deputy Chief, Field Support
Ted Mason, Chief Accountant
Inspector W. Scott Rastin, Community Mobilization Division
City of Hamilton – Real Estate