



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.*

Author's Name: Heidi Baillargeon	Report Date: November 25, 2021
Author's Phone: 519 736-5712 ext. 2128	Date to Council: December 13, 2021
Author's E-mail: hbailargeon@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: 320 Richmond St. (HUB) - Health and Safety Issues

1. **RECOMMENDATION:**

It is recommended that:

1. That Council **APPROVE** a one-time emergency expenditure in the amount of \$36,000 to cover the cost of cameras, automatic door swipe card access, improved lighting and a security guard for a 2 month period in order to improve safety and security at 320 Richmond in accordance with the report dated November 25, 2021.

2. **BACKGROUND:**

On July 29, 2019 Council approved \$1,617,000 (including non-refundable HST) for Phase 1 of the repurposing of 320 Richmond, to be funded by the Parkland Reserve. Phase 1 has been completed and the Essex County Nurse Practitioners Led Clinic (ECNPLD) and Amherstburg Community Services (ACS) have long-term leases and now occupy this space.

On May 25, 2020 Council authorized Administration to proceed with Phase 2 of the repurposing of 320 Richmond, approving a budget of \$638,000 (including non-refundable HST) to be funded from the Parks Reserve account. The following was approved by Council Resolution# 20200525-145:

- Administration **BE DIRECTED** to finalize lease agreements with The House of Shalom, Fighting Island Boxing Club and Verdi Club, each for a portion of space at 320 Richmond St., Amherstburg and for a period of 10 years, as Phase 2 of the facility redevelopment;
- Administration **BE AUTHORIZED** to complete the necessary leasehold improvements for Phase 2 at a cost not to exceed \$626,900 plus HST;

- Administration **BE AUTHORIZED** to transfer an amount not to exceed \$638,000 from the Parkland Reserve account toward funding the cost of the leasehold improvements for Phase 2 at 320 Richmond; and,
- Upon relocation of the Fighting Island Boxing Club to 320 Richmond, Administration **BE DIRECTED** to dispose of 300 Victoria St., Amherstburg in accordance with the Surplus Town Property policy and that net proceeds of the sale be transferred to the Parkland Reserve account.

Note that the reference to the “Parkland Reserve” account is actually in reference to the “Parks Reserve” account, not to be confused with the obligatory “Parkland Dedication Reserve Fund”, which cannot be used for this project.

The following tenants have moved into the facility at 320 Richmond with signed lease agreements and are now paying rent:

- Amherstburg Community Services (ACS)
- Fighting Island Boxing Club
- House of Shalom Youth Centre
- Essex County Nurse Practitioner Led Clinic (ECNPLC)
- Verdi Club

On July 1, 2021 the Town temporarily relocated the skate park to the northwest side of the building at 320 Richmond Street. Since this time Administration has had numerous complaints and documented occurrences with police and the fire department with respect to unlawful activity including youth setting fires, bottles smashed against the building, deflated tires on vehicles in the parking lot, damage to the HVAC units on the roof, doors have been kicked in and property has been defaced. Damage has occurred both inside the building and outside the building with costs ranging from a few hundred dollars to thousands of dollars in damage.

3. **DISCUSSION:**

On November 17, 2021 a meeting was called by the tenants of the building with administration and Windsor Police to discuss current vandalism and health and safety issues. During the meeting, the tenants all expressed a high degree of concern for their safety and the safety of patrons visiting the facility. There have been documented accounts of youth demonstrating aggressive and bullying tendencies towards staff and patrons attending the HUB. Individuals were found hiding in the bathrooms, following staff around, making derogatory comments and exhibiting harassing behaviours.

This has escalated to a point where the tenants and their clients no longer feel safe attending work or the facility. Immediate action was necessary to try and help mitigate some of this activity and as a result administration removed the skate park.

In addition, the following short, medium and long-range goals for changes at the HUB are identified below:

Immediate

- Removal (Closure of Skate Park) – Saturday November 20, 2021 Skate Park was removed
- Security Presence
 - Windsor Police
 - On site Security
- Lighting Adjustments – Amherstburg staff to complete
 - lighting in back of the HUB on sensor or photo cell dawn to dusk
 - sensor lighting in back of the HUB on the North East side of the building
 - lighting will remain on in the front of the building for the parking lot

Short

- Way finding signage in the building
- Swipe card access
- Security cameras
- Signage at road for visitors to the building

Long

- Build out remainder of HUB space
- Staff presence at the facility with customer service desk
- Improvements to parking areas
- Improvements to lighting
- Seniors drop in centre

Administration anticipates some cost sharing opportunities for these initiatives and will develop a work plan and subsequent budget for the short and long term goals identified.

4. RISK ANALYSIS:

The health and safety of tenants, staff and patrons that occupy the building at 320 Richmond is of the utmost importance. It is imperative that corrective actions be taken to rectify the concerns brought forth to administration. Failure to address the identified health and safety concerns places the Town in a serious litigious position. In order to help mitigate these risks, administration recommends a plan be implemented to carry out the immediate, short and long range goals.

5. FINANCIAL MATTERS:

The table below identifies costs for the immediate initiatives listed within this report. The estimated cost of \$36,000 would be charged to the Facility Department budget and included in the projected surplus for 2021.

It should be noted that the short and long range goals and their associated costs will be brought forth in the 2022 budget deliberations for Council's consideration.

Immediate Action Items	Cost	Notes
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Removal of skate park	\$500-\$800	Skate Park removed November 19 and 20, 2021
Security Staff – on site	\$9,000 + HST	Private Security Firm and/or Windsor Police Paid Duty Officer
Security cameras	\$10,455 + HST	5 exterior cameras installed with cabling looking at each access control door
Electronic door access	\$14,036 + HST	Installation of secure electronic door access plus smart key tags for tenants and administration
Lighting upgrades	\$1,500	To be completed by municipal staff

Long range goals include a permanent staffing presence within the building at 320 Richmond. On an interim basis, Administration recommends additional security be added from 3pm to 11pm 5 days a week for a two month period until other security measures are in place. The cost for security would be approx. \$8,800 plus HST for a two month period. The total cost for immediate action items as listed above and recommended by administration total approximately \$36,000 plus HST.

6. CONSULTATIONS:

- (Interim) CAO
- (Interim) Director of Legislative Services and Clerk
- Fighting Island Boxing Club
- Amherstburg Community Services
- Windsor Police Service
- Verdi Club
- Essex County Nurse Practitioner Led Clinic (ECNPLC)
- House of Shalom Youth Centre
- Facilities Department
- Parks Department
- Finance Department
- Fire Department

7. CONCLUSION:

In conclusion, this report provides Council with an update on the current situation regarding health and safety issues at 320 Richmond (the HUB). It also identifies immediate, short and long-term initiatives to help mitigate safety concerns and improve security at this site. Administration recommends moving forward with the immediate goals outlined in the report requiring one-time emergency funding estimated in the amount of \$36,000 in order to secure the building and ensure the viable operations of the various tenants at this location.



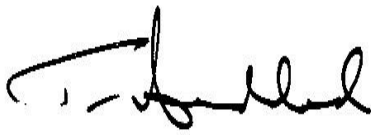
Heidi Baillargeon
Director of Parks, Facilities Recreation and Culture

Report Approval Details

Document Title:	320 Richmond Street (HUB) - Health and Safety Issues .docx
Attachments:	
Final Approval Date:	Dec 3, 2021

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

Tiffany Hong

A handwritten signature in black ink, appearing to read 'Tiffany Hong', with a stylized, cursive script.

Tony Haddad

A handwritten signature in black ink, appearing to read 'Tony Haddad', with a stylized, cursive script.

Valerie Critchley