



## Requests for Documentation – Dedicated Pickleball Courts

Provided on July 4, 2023

To: Brian Geerts, Director Community Services, Town of Cobourg

From: The Cobourg Pickleball Club

Updated on July 18, 2023

## Requirements from Trillium

1. **From:** Keith Hearst <[khearst@cobourg.ca](mailto:khearst@cobourg.ca)>  
**Date:** May 8, 2023 at 4:25:31 PM EDT  
**To:** Marilou Martin <[mariloumartin557@gmail.com](mailto:mariloumartin557@gmail.com)>  
**Subject:** RE: (EXTERNAL SOURCE) Re: (EXTERNAL SOURCE) Re: (EXTERNAL SOURCE) Re: (EXTERNAL SOURCE) Assistance

Hi Marilou,

I had a coaching call with an Ontario Trillium Foundation staff member last week to get more information regarding the OTF Capital Grant. It sounds like collaborative applications are ineligible for capital grants, which would mean that there would need to be a lease agreement of a minimum of 5 years with the Pickleball Club and the club would have to also take the responsibility for the maintenance of the courts in that time.

I also asked about the Resiliency Grant, and the staff member let me know that collaborative applications are eligible for that one, but the only capital costs that are eligible are non-fixed equipment for that one. Unfortunately, I'm not anymore that can target this source of funding for the pickleball courts. That said, I will keep my eye out for other infrastructure/capital grants.

The Trillium Grant application requires that the club also be incorporated, which have taken the necessary steps to do, submit financial records, and be a non -profit organization, which we are.

Here are lease agreement requirements from the Trillium foundation for applications:

**To demonstrate that the community will benefit from the improvements proposed in an OTF grant application for at least 5 years, applicants are required to provide:**

- proof of ownership **or** a lease agreement with at least 5 years remaining at the time of grant application.

**If an existing lease does not have at least 5 years remaining at the time of application:**

- Applicants are required to submit a letter from the Lessor documenting the commitment to renew the lease for a minimum of 5 years.
- This letter needs to be submitted with the existing lease and grant application.

Refer to the [Capital Grants Policy](#) for more information.

Sections of a lease agreement

A lease agreement should include the following sections:

1. The name, address, and contact information for the Lessor.
2. The name, address, and contact information for the Lessee.
3. The address/location of the property that is being leased.
4. The name, address, and contact information for the property owner (if different from Lessor).
5. The Term of the lease – with start and end dates.
6. Lease Payment: The Monthly cost of the lease (including deposits, fees, and utilities).
7. The Lessor's Right to Enter Provision.
8. Any conditions of the lease agreement – i.e., lease termination clause; lease extension clause.
9. Responsibilities of the Lessor (including repair and maintenance responsibilities).
10. Responsibilities of the Lessee (including repair and maintenance responsibilities); notice of what the Lessee can and cannot do in terms of use of the facility or upgrades/changes).
11. Insurance coverage clause.
12. Indemnity clause.
13. Signatures of the Lessor, the Lessee; and the Witness.
14. Date of Signatures.

## **Project Scope**

1. Dedicated Pickleball Facility for a minimum of 10 courts at Sinclair
2. We have a growing number of pickleball players who require places and opportunities to play the sport. Our club has grown from 67 members in 2021 to 227 current members. Many are past tennis players who are no longer able to play the game of tennis. There is a decline in the number of tennis players in clubs in Cobourg. The largest growth of new members in our club are women and young persons.
3. The existing facilities are not adequate as there are multiple lines on courts for tennis courts, pickleball courts, and lines that used to exist for past court designation. Nets need to be set up and taken down each time we play which takes time and is taxing on individuals to do. Also the existing courts are cracked and have uneven and require resurfacing.
4. Phase One work, to commence this fall will include:
  - a. Asphalt spray coating
  - b. Install 4' court fencing in between courts
  - c. Install surface coating – 3 coats, 2 colours
  - d. Install 10 nets and foundations
  - e. Shade structures

5. Phase Two work to commence within 1 – 5 years will include the following:
  - a. Gravel parking
  - b. Possible expansion of courts if required

## **Break down of Schedule of Work**

Install foundations for fencing and nets – October 2023

Resurface and paint courts – Spring 2024

Install nets – Spring 2024

Install shade structures and seating – Spring 2024

Gravel parking – within 1 -5 years

6. We have some timing constraints:
  - a. The grant application must be in process beginning in September with a final deadline of October 25. We must have a lease agreement in place by application time.
  - b. We would want to commence work as soon as possible this fall. This would allow our season next spring to go ahead with a new facility. If we leave the work any later, we risk not having a place for our members to play pickleball next season.

Another constraint we have is financial. The resurfacing of the courts must be completed prior to any equipment such as permanent nets and shade structures being placed. The current Trillium grant ONLY covers equipment.

## **Stakeholders and User Groups**

Growing number of Pickleball players in Cobourg

Town of Cobourg

## **Cobourg Pickleball Club Requests of the Town of Cobourg**

1. Release of the \$250,000 - \$125,000.00 to be a Grant up front from the town and an additional – \$125,000.00 in an interest free loan to be paid back over a 10 year period. If we are successful in receiving a Trillium Grant through this upcoming Resiliency Fund

application, we may not require the Interest free loan. We would like the release of the funds to occur on October 1, 2023 so that we can commence the rebuild.

2. Lease agreement for 20 years which includes and stipulates the following:
  - a. \$1.00 per annum for the exclusive use of the Sinclair courts
  - b. Exclusive use of the washroom facilities
  - c. Exclusive use of the Storage structure
  - d. Existing lights, fencing and windscreens
  - e. Ability to develop parking within the next 1 – 5 years where the current baseball diamond is located, west of the courts
3. Town's website to reflect that the Sinclair courts are dedicated to Pickleball and leased by the Cobourg Pickleball club
4. Access to open gates off of Sinclair street and the ability to develop a gravel road up to the courts and dedicated parking. In the interim we want to maintain public parking on Sinclair street.

## Public Engagement Plan

On Saturday June 24<sup>th</sup> we invited the neighbourhood to a Learn to play pickleball session. We will continue to provide these events to both the neighbourhood and the town of Cobourg.

We commit to hosting a public consultation at Cobourg Community centre to hear concerns and comments of Town of Cobourg Citizens this fall. We will invite whoever is necessary.

## Budget

Debits		Credits	
Asphalt resurfacing	\$60,000	Grant Town of Cobourg -	\$125,000
4' court fencing	\$43,000	Interest Free Loan or	\$125,000
Install Surface coating	\$60,000	Trillium Grant	
Supply and Install 10 nets	\$30,000		
Shade structures, seating	\$28,000		
<b>Total</b>	<b>\$221,000</b>		<b>\$250,000</b>
HST	\$ 29,000		
	<hr/>		
	\$250,000		

July 18, 2023