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**File #:** PM-26-024, **Version:** 1

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**TAMRMS#:** B05

**5.2**

**Botanical Parking Lot Paving - ENGS-084**

Notice given by: Councillor MacKay

**BUDGET POSTPONED MOTION:**

That ENGS-084 - Botanical Parking Lot Paving be moved from an unfunded project to the funded project list in order to advance construction in 2026.

**Administration's Understanding of the Intent of the Motion:**

Administration understands that this motion if passed would result in approval of ENGS-084 for the total value of \$881,500 from the capital reserve, to complete work associated with construction for paving the Botanic Gardens parking lot.

**SUMMARY**

That the revised budget outlined in BIR-26-008 of \$881,500 for ENGS-084 Botanical Parking Lot be funded from the capital reserve.

Administration has updated growth capital charter (ENGS-084) in response to this postponed motion, as attached, based on recent estimates from the completed engineering detailed design that identified funding necessary to deliver construction in 2026 or beyond to result in a paved parking lot of the Botanic Gardens.

The charter was evaluated within the Capital Projects Prioritization Matrix and was not recommended for funding as part of the 2026 budget.

**ALIGNMENT TO COUNCIL DIRECTION OR MANDATORY STATUTORY PROVISION**

On November 25, 2024, Council passed the following motion:

PM-25-019

That ENGS-084 Botanic Park Paving be moved from the capital growth "unfunded" project to the funded project for design in 2025 for \$100,000.

On May 7, 2024, Council passed the following motion:

PM-25-002

That a project charter be developed for paving of the St Albert Botanic Park parking lot for addition to the 2025-2034 Municipal Capital Growth Plan.

**BACKGROUND AND DISCUSSION**

During the 2025 budget deliberations Council approved adding the charter ENGS-084 St Albert Botanic Park Parking Lot Paving to the 10-year capital plan through PM-25-002 and then approved funding the project for design only in 2025 for \$100,000 through PM-25-019.

The charter ENGS-084 is specific for paving only the parking lot of the Botanic site and does not consider any improvements to any other gravel parking lot structures that the City owns.

The Botanic Park is a leased City land area that is managed, maintained and operated by the Society of Friends for the St. Albert Public Gardens. It is a well-known and used site that has incorporated a variety of accessibility improvements to help visitors and users with mobility through the area and provide connections to the larger City trail network. One consideration for improvement is the paving of the parking lot, as the existing gravel structure may act as a barrier for users with mobility challenges and does not meet current engineering standards for a parking lot.

The design work associated with paving the parking lot has incorporated key aspects inclusive of the following:

- Required storm water management systems, such as catch basins and storm lines to connect to the system to the network.
- Concrete work for curbing, aligned to storm management and site delineation of the parking lot area and natural area.
- Constructing a hard surface (paved) structure.
- Road markings, signage and landscaping.

Although the design was not at a state of readiness or completion to inform on an updated charter at the deadline of charter submissions earlier in the year, it has advanced to a point that updated information can be shared and recognizes a reduction in construction cost estimates in comparison to the previous estimate at conceptual design. The attachment to this report provides an updated Charter for ENGS-084, which has been informed by the completed design.

**STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT**

Engagement has occurred between internal departments for the development of the design, as well as direct engagement and information sharing and feedback received from the key stakeholder (lease holder of the parking lot and user group), the Society of Friends for the St. Albert Public Gardens

**IMPACTS OF RECOMMENDATION(S)**

Financial:

If approved, the funding of an additional \$881,500 from the Capital Reserve will reduce the amount of capital dollars available for future prioritized capital projects as well as emergent capital items.

Compliance & Legal:

None at this time.

Program or Service:

1. Site improvements to existing gravel parking lots will deliver the benefit of improved mobility accessibility. Gravel structures may be difficult to maneuver on for users facing mobility challenges, who may or may not utilize mobility aids. A hard surface under good conditions better supports ease of movement under such circumstances.

2. Existing gravel sites operate and function well with low maintenance costs in comparison to paved parking lot sites.

- RMR funding associated with asphalt and concrete repair or road marking material replacement are not required with gravel structures.

3. There are multiple gravel parking lot sites that are incorporated into lease agreements with tenants using the City space and parking lots. Within these site lease agreements:

- The Tenant has accepted they are leasing the site on an “as is” basis.

- i. This can be interpreted as the lease holders are aware of the parking lot structures state and accepted this in agreeing to the lease agreement.

- Specific to the Botanic Garden Lease Agreement - The Landlord (City) will, as available, provide and spread gravel for the parking lot and entrance.

- i. Typically, the tenant will give notice of concerns to which the City responds to address any areas of issue with the gravel or grading.

- ii. The Botanic Park is an exception in terms of the lease agreement and associated responsibility with the maintenance of the parking lot. In most agreements the City has, the tenants are responsible for any and all maintenance associated with the parking lot or access.

- Any proposed plan for site construction or development would be the responsibility of the tenant (not the City) and necessary actions of applying for the improvements and providing all relevant information and documentation and, if approved, costs associated with implementing improvements would be the responsibility of the tenant.

- i. Improving the parking lots from gravel to paved structures is interpreted to fall within this classification and therefore interpreted to be initiated and front ended by the Tenant.

- ii. In all cases, tenants are eligible to apply to the Community Capital Grant Program to assist with capital project costs associated with such site improvements

Organizational:

None at this time.

Risks

1. City funding of an asset that is typically maintained, managed and funded for improvements by a lessee may generate a precedent for other City leased sites.

2. Disruption to park users during construction. Although mitigated through project planning and stakeholder engagement, there are likely conflicts of special events and impacts to site accommodations during construction

**ALIGNMENT TO PRIORITIES IN COUNCIL'S STRATEGIC PLAN**

Initiative aligned with Strategic Plan:  
None at this time

**ALIGNMENT TO LEVELS OF SERVICE DELIVERY**

N/A

Report Date: December 1, 2025  
Author(s): Dean Schick  
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Department Director: Dawny George  
Managing Director: Adryan Slaght  
Chief Administrative Officer: William Fletcher

# CAPITAL PROJECT CHARTER

**Year:** 2026 - 2035

**Charter Number:** ENGS-084

**Charter Name:** St Albert Botanic Park Parking Lot Paving

**Lead Department:** Engineering Services

**Type:** Growth

**Explanation (RMR or Growth):** This project targets completion of upgrades to the existing gravel structure that will result in a hard surface (paved) parking lot at the Botanic Park.

**Asset Category:** Roads & Other Engineered Structures

**Scope Statement:** This project performs the necessary engineering, design, and final construction to pave the existing gravel Botanic Park Parking Lot.

## PROJECT CHARTER JUSTIFICATION

### Current State

The City currently owns a total of sixteen (16) gravel parking lot structures; with some sites being maintained directly by the City and other sites being maintained by private lease holders. Typically, Administration recommends maintaining gravel structures as they exist, with potential of improvements to occur subject to any redevelopment to the land use; however, site specific considerations may be made to address improving individual sites without setting a precedence of requiring paving of all structures.

The Botanic Park is a leased city land area that is managed, maintained and operated by the Society of Friends for the St. Albert Public Gardens. It is a well-used site that has incorporated a variety of accessibility improvements to help visitors and users with mobility through the area and to connections of the larger city trail network. One consideration for improvement is to help support improved mobility by paving the parking lot, as the existing gravel structure may act as a barrier for some users with mobility challenges and does not meet current engineering standards for a parking lot.

Design of the parking lot was initiated in 2025 and was completed to a state of readiness to inform on an updated charter in November of 2025 which has been incorporated into this charter.

### Issues

1. The current gravel structure may act as a mobility barrier for some park users.
2. The current gravel structure does not align to municipal engineering standards for hard surface parking structures for development.

3. Costs associated with upgrading are substantially higher than costs associated with preventative maintenance and preservation of gravel lots. Surface utilities and line painting assets will have to be included within this upgrade.

### **Opportunities**

1. Consideration and collaboration between this charter and alternative planned capital work (utility improvements, facilities work) ensures stronger strategic planning.
2. Improved accessibility to all potential users and also improve the equity of the parking lot.
3. Upgrades will allow more efficient use and mobility for emergency equipment and personnel deployed in the area.

### **Risks**

1. City funding of an asset that is typically maintained and managed and funded for improvements by the Leasee may generate a precedence for other city leased sites.
2. Disruption to park users during construction.
3. Construction costs may vary from estimated values.
4. Poor weather conditions can delay construction.
5. Increased scope of work due to unexpected site conditions.
6. Traffic / access disruption, construction noise, city service disruption

## **STRATEGIC PLAN & CORPORATE BUSINESS PLAN ALIGNMENT**

**Council Strategic Priority:** N/A

**Initiatives:** N / A

**Operational Excellence Priority Area:** N / A

**Initiatives:** N / A

On November 25, 2024, Council passed the following motion:

PM-25-019

That ENGS-084 Botanic Park Paving be moved from the capital growth "unfunded" project to the funded project for design in 2025 for \$100,000 and advance construction for \$1,002,500 in 2026.

On May 7, 2024, Council passed the following motions:

PM-25-002

That a project charter be developed for paving of the St Albert Botanic Park parking lot for addition to the 2025-2034 Municipal Capital Growth Plan.

### **Stakeholder Identification:**

1. Public Works – Ensuring that all work reflects and compliments maintenance work that City crews are performing and scheduling.
2. Society of Friends for the St. Albert Public Gardens – Lease Holder
3. Council – Delivery of services aligned with Council Strategies.
4. Capital Projects team – performance of project management and alignment of capital programming.

5. Recreation Services – alignment of construction activity to minimize conflicts of construction with special events / facility services / Lease Agreement.
6. Utilities – Coordination for design and considerations of underground storm management.

**Timeline:**

- Original timing of construction was proposed in 2027; however, based upon the PM 26 024, has been revised to reflect potential construction in 2026 with updated costs from completed design.

<b>FINANCIAL INFORMATION:</b>	<b>Investment Year</b>	<b>2026</b>	\$	881,500
		<b>2027</b>		
		<b>2028</b>		
		<b>2029</b>		
		<b>2030</b>		
		<b>2031</b>		
		<b>2032</b>		-
		<b>2033</b>		-
		<b>2034</b>		-
		<b>2035</b>		-
		<b>Total</b>		<b>\$</b>
See Capital Project Worksheet for details.				

**Operational Impacts: Yes – relevant to public operations maintenance of the parking lot.**

**Associated Operating Business Case:**

## CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Land Determined Costs										
Concept Planning										
Detailed Planning and Design										
Site Servicing										
Structure/Building Construction	\$ 555,000.00									
Landscaping	\$ 60,500.00									
Construction Management	\$ 137,000.00									
Commissioning and QA/QC	\$ 5,000.00									
Contingency	\$ 124,000.00									
Public Participation Activities										
Equipment										
Other										
<b>TOTAL</b>	<b>881,500</b>	-	-	-	-	-	-	-	-	-

**Comments:**

- Construction Management is estimated to be 20% of construction costs and is inclusive of project management, data analysis and staffing.
- Contingency is maintained at 20%

