
A G E N D A

**Waterfront Project Steering Committee
Friday, January 16, 2015
Council Chambers
11:00 a.m.**

1. Call to Order
2. Declarations of Pecuniary Interest
3. Review of Minutes
 - a) December 19, 2014
 - b) January 9, 2015
4. WPSC-2015-001 Midland Bay Landing - Quotations for Legal Survey Services
Report dated January 14, 2015, from the Town Engineer

5. CLOSED MEETING PORTION

Subsection 2 (c)
Proposed or pending acquisition or disposition of land

Find the Developer – Discussion with potential developers.

6. Motion to Rise to Open Session

Motions arising from Closed Session Discussions

7. Adjournment and Next Meeting

Next Meeting: January 23, 2015 – Council Chambers (at the call of the Chair)

Minutes of the Waterfront Project Steering Committee Meeting held Friday, December 19, 2014, at 11:00 a.m. in the Council Chambers of the Municipal Office.

Present: Mayor G. McKay
Councillor G. MacDonald
Councillor G. Canning
B. Penny, Community Rep.
C. Tripp, Chief Administrative Officer
M. Villeneuve, Director of Finance/Treasurer
J. Galloway, Town Engineer
W. Crown, Director of Planning and Building Services
K. Desroches, Deputy Clerk/Senior Executive Assistant

Regrets: Councillor J. Main
B. Kernohan, Community Rep.

1. Open Meeting

Mayor McKay opened the meeting at 11:00 a.m.

2. Declaration of Pecuniary Interest

There were none declared.

3. Review of Minutes

The Committee reviewed and received as information the Minutes from the November 21, 2014, meeting.

4. Closed Meeting

Moved by B. Penny

Seconded by G. MacDonald

That the Waterfront Project Steering Committee adjourn to a closed session; and further that this portion of the meeting be closed to the public pursuant to section 239 of the Municipal Act, 2001,

Subsection 2 (c)

Proposed or pending acquisition or disposition of land

CARRIED.

a) Land Acquisition/Disposition

The Committee reviewed Confidential Report WPSC 2014-2 dated December 19, 2014, from J. Galloway, Town Engineer, regarding the "Find the Developer" process and draft Memorandum of Understanding.

Moved by B. Penny

Seconded by G. MacDonald

That the Waterfront Project Steering Committee in closed session now rise and report to open session.

CARRIED.

5. **Open Session**

a) **Land Acquisition/Disposition**

Moved by G. MacDonald

Seconded by B. Penny

That, further to the Confidential Report WPSC 2014-2 from the Town Engineer, dated December 19, 2014, the Waterfront Project Steering Committee confirm the direction provided to staff in the closed session meeting held on December 19, 2014.

CARRIED.

6. **Action Plan**

W. Crown advised that a Request for Proposals (RFP) for a Legal Boundary Survey was prepared by staff and forwarded to five survey firms on December 11, 2014. The RFP submission deadline is January 9, 2015. A report will be presented to the Committee at its January 16, 2015 meeting, and then recommendations forwarded to the January 26, 2015 Council meeting.

7. **Master Plan Implementation**

W. Crown advised that work on incorporating the master plan into the official plan is continuing. As the result of concerns raised by ADM Milling Inc., a noise impact study was commenced by ADM Milling. Staff met with ADM Milling representatives and their consultant on November 24, 2014 to review the results of the draft study. Additional information is to be provided to the Town within the next couple of weeks. Details regarding the study will be presented to the Committee at a future meeting.

8. **Find the Developer**

C. Tripp advised that a meeting with potential developers has been proposed for Friday, January 16, 2015.

In preparation for the meeting, the Committee agreed to meet one week in advance (Friday, January 9, 2015) to discuss the terms of the Memorandum of Understanding.

9. **Find the User**

C. Tripp advised that Council will meeting in closed session on January 12, 2015, to receive a presentation from two organizations interested in locating on a property in the vicinity of the Midland Bay Landing site.

10. **Financial**

M. Villeneuve advised that costs to date for the Midland Bay Landing site were approx. \$850,000 less than what had been budgeted. Council has so far directed staff, during 2015 budget deliberations, to further internally finance any 2015 costs that have yet to be determined.

11. Other

a) Public Education Initiative

The Committee engaged in discussion regarding a public education initiative presented at the November 21, 2014, meeting.

W. Crown advised that he will be contacting the owner of the vacant space downtown and will report back to the Committee. If the owner is interested, he will contact the BIA.

W. Crown advised that he is preparing a condensed version of the Waterfront Master Plan, together with pictures, to better highlight the Town's vision. The information will be provided to the Committee for comment before being posted on the Town's website.

b) Email dated December 18, 2014 from B. Kernohan

In the absence of B. Kernohan, the matter was deferred to a future meeting.

12. Adjournment and Next Meeting

- Next meeting: January 9, 2015 at 11:00 a.m.

As there was no further business, the meeting was adjourned at 12:27 pm.

K. Desroches

Karen Desroches
Deputy Clerk/Senior Executive Assistant

Minutes of the Waterfront Project Steering Committee Meeting held Friday, January 9, 2015, at 11:00 a.m. in the Council Chambers of the Municipal Office.

Present: Mayor G. McKay
Councillor J. Main
Councillor G. MacDonald
Councillor G. Canning
B. Penny, Community Rep.
B. Kernohan, Community Rep.
J. Galloway, Town Engineer
K. Desroches, Deputy Clerk/Senior Executive Assistant

Regrets: C. Tripp, Chief Administrative Officer
M. Villeneuve, Director of Finance/Treasurer
W. Crown, Director of Planning and Building Services

1. Call to Order and Purpose of the Meeting

Mayor McKay called the meeting to order at 11:00 am and advised that the purpose of the meeting was to review the Memorandum of Understanding respecting the Find the Developer process.

2. Declaration of Pecuniary Interest

There were none declared.

CLOSED SESSION:

3. Declaration of Closed Meeting:

Moved by J. Main

Seconded by B. Kernohan

That the Waterfront Project Steering Committee adjourn to a closed session; and further that this portion of the meeting be closed to the public pursuant to section 239 of the Municipal Act, 2001,

Subsection 2 (c)

Proposed or pending acquisition or disposition of land

CARRIED.

4. Find the Developer - Memorandum of Understanding Review

The Town Engineer provided an overview of the Find the Developer process and progress to date. The Committee engaged in discussion regarding the memorandum of understanding.

OPEN SESSION:

5. Motion to rise and report

Moved by J. Main

Seconded by B. Kernohan

That the Waterfront Project Steering Committee in closed session now rise and report to open session.

CARRIED.

6. Find the Developer - Memorandum of Understanding Review

Moved by J. Main

Seconded by B. Kernohan

That the Waterfront Project Steering Committee herein confirms its discussion of the Memorandum of Understanding respecting the Find the Developer Process and confirms the direction provided to staff in the closed session meeting held on January 9, 2015.

CARRIED.

7. Adjournment and Next Meeting

- Next meeting: January 16, 2015 at 11:00 a.m.

As there was no further business, the meeting was adjourned at 12:27 pm.

K. Desroches

Karen Desroches
Deputy Clerk/Senior Executive Assistant



STAFF REPORT

DEPARTMENT/FUNCTION: Waterfront Project Steering Committee

CHAIR: Mayor Gord McKay

DATE: January 14, 2015

REPORT: **WPSC-2015-1**
Midland Bay Landing
Quotations for Legal Survey Services

RECOMMENDATION:

That the quotation from Dearden and Stanton Limited for the provision of legal land survey services of the Midland Bay Landing property, including the optional topographical survey works, in the amount of \$11,100.00, exclusive of all taxes, be accepted.

BACKGROUND:

Quotations were solicited from a number of Ontario Land Surveyors for the provision of legal land survey services for the Midland Bay Landing property. Quotations were received on Friday, January 9, 2015 at 12:00 noon. The quotations received, in ascending order, are as follows:

	Surveyor	Base Bid	Possible Topo Survey	Total
1.	Dearden and Stanton Limited	\$6,400.00	\$4,700.00	\$11,100.00
2.	Eplett Worobec Raikes Surveying Ltd.	\$19,800.00	\$15,300.00	\$35,100.00
3.	Patten & Thomsen Limited	\$27,000.00	\$17,000.00	\$44,000.00
4.	Rudy Mak Surveying Ltd.	\$25,560.00	\$19,920.00	\$45,480.00

We have reviewed the low quotation with respect to pricing and the Surveyors ability to undertake the work specified and find everything to be in order.

The quotation from Dearden and Stanton Limited is considerably lower than the other surveyors quotes. This is due largely as a result of the work Dearden and Stanton Limited have previously undertaken on these lands for the former owner, Unimin.

ANALYSIS:

The Terms of Reference and Request for Proposals invited proposals to complete a legal land survey, prepare a reference plan and make application for Land Titles Absolute on the Midland Bay Landing property. The work will include the fieldwork needed to prepare a Reference Plan, full legal investigation into title of the land including easements and an application for Land Titles Absolute. A proposal for an optional topographic survey to be conducted at the same time was also included in the specifications. The quotation includes the supply of the following documentation:

- Ten (10) copies of the Deposited Reference Plan
- Ten (10) copies of the Topographical Survey (if option chosen)
- Electronic copy of reference plan survey and topographical survey (if option chosen) appropriately geo-referenced in AutoCAD and pdf

CONCLUSIONS:

Based on our review of the quotations, we recommend acceptance of the low quotation from Dearden and Stanton Limited for the provision of legal land survey services of the Midland Bay Landing property, including the optional topographical survey works, in the amount of \$11,100.00 (exclusive of all taxes).

SUSTAINABILITY:

This recommendation is consistent with the following sustainability plan goals:

- Design efficient public facilities in harmony with natural systems: urban and rural development

FINANCIAL IMPACT:

Payment for these land survey works will be part of the overall Midland Bay Landing budget.

Prepared by: Jamie Galloway, P. Eng., Town Engineer
Reviewed by: Carolyn Tripp, Chief Administrative Officer

JG/aps

cc: A. Betty, Planner
W. Crown, Director of Planning and Building Services
M. Villeneuve, Director of Finance/Treasurer