
A G E N D A

Waterfront Project Steering Committee Friday, September 26, 2014 Council Chambers 11:00 a.m.

1. Open Meeting
2. Declarations of Pecuniary Interest
3. Review of Minutes – September 12, 2014
4. Installation of Fencing – Midland Bay Landing

5. CLOSED MEETING PORTION

- Find the Developer
Report dated September 26, 2014, from the Town Engineer.
- Find the User
Report dated September 26, 2014, from the Chief Administrative Officer.

Motion to Adjourn to Regular Waterfront Project Steering Committee Meeting

6. Action Plan
7. Master Plan Implementation
8. Find the Developer
9. Find the User
10. Financial
11. Other
 - a) Quotation for Consulting Advice Related to Town Owned Lands
Letter dated September 25, 2014, from Andrew, Thompson and Associates Ltd.
12. Adjournment and Next Meeting

Next Meeting: October 10, 2014 – Council Chambers (at the call of the Chair)

Minutes of the Waterfront Project Steering Committee Meeting held Friday, September 12, 2014, at 11:00 a.m. in the Council Chambers of the Municipal Office.

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

*Arrived at 11:13 am during review of Item #4.

1. Open Meeting

Mayor McKay opened the meeting at 11:05 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 August 29, 2014, meeting.

4. Action Plan

The Committee received an update on the progress of items contained within the Action Plan as follows.

1. Purchase Celebration

- Celebration held August 29, 2014.

2. Site Security-Risk Reduction

- J. Galloway advised that signage is up and fencing is to be installed next week.

3. RFEOI and Marketing Efforts

- C. Tripp advised that staff have engaged in numerous conversations on next steps and how to move forward. Staff will be meeting with the development teams regarding the proposals submitted. Additionally, staff have been speaking with other firms that have expressed interest but have not submitted a formal proposal, as well as various user groups. This process may result in a different approach to how the Town develops the site.

Mayor McKay recommended that items within the Plan be expanded to provide more detail on the anticipated progression of each item and estimated timelines, with the understanding that these are subject to change. Additionally, it was further recommended that, as discussions with developers continue, a more formal structure be established.

4. Interim Use Lease (Midland Tours)

- Midland Tours has expressed its desire to continue mooring the Miss Midland at the Unimin site. CAO Tripp advised that several messages have been left but no response has been received to date on how they wish to proceed. CAO Tripp will be following up on same.

5. Interim Use Policy

- W. Crown advised that there have been numerous requests regarding long-term uses. Each is being dealt with on an as requested basis. If any proposed uses are to extend beyond 18 months, a policy may need to be considered.

6. Legal Survey

- A report recommending that staff be authorized to undertake a tender for a legal boundary survey is being forwarded to the September Council Meeting.

7. Complete MCR and OPA

- Staff met with ADM Milling and the Town's consultant, Valcoustics Canada Ltd., last week regarding the Noise Impact Study proposed by ADM Milling as it relates to Midland Bay Landing. The process is underway. A formal proposal from ADM's consultant regarding timeframes is pending. ADM is attempting to build their schedule around their work plan. The Town will do some noise impact measuring on its own. ADM's consultant will also be doing some measuring.

8. Federal/Provincial/GMF Funding Opportunities

- An application for funding under the Green Municipal Fund has been submitted. A preliminary review has determined that the Town is eligible for funding. FCM will be contacting the Town for further information prior to submission of the application to the funding board. It was noted that the funding will not apply retroactively but could be used for any risk assessment and environmental work still to be undertaken.
- An application for funding through Build Canada Fund will be prepared and submitted for the next intake.
- Mayor McKay advised that the recent AMO Conference provided an opportunity for him to establish some provincial contacts that may lead to additional funding opportunities.

The Committee recommended the Action Plan include a review of the Committee's Terms of Reference with a view to increasing the Committee's authority to enable things to progress more rapidly. Council would continue to be kept apprised of actions being undertaken.

CAO Tripp suggested the Committee may wish to consider the establishment of a procurement policy that is specific to the Midland Bay Landing Project.

M. Villeneuve advised that the 2015 budget will reflect funding for the entire purchase price previously considered, thus providing a buffer to enable the Town to seize any opportunities that may arise.

5. Master Plan Implementation

W. Crown advised that once the Noise Impact Study has been completed, the next step will be to determine what action needs to be taken to implement the study.

CAO Tripp noted that having the Downtown Master Plan Study and the Master Plan implementation underway, simultaneously, enables staff to recognize opportunities that may benefit both going forward.

6. Find the Developer - RFEOI Update

The Committee reviewed a series of questions established to determine the vision and direction of potential developers. Staff will be meeting with developers in the upcoming week. Committee members were invited to submit any additional questions to the Town Engineer for inclusion on the list.

7. Find the user

CAO Tripp advised that Council met recently in closed session with representatives from two user groups. Staff will be meeting next week with representatives of other groups that have expressed interest. CAO Tripp noted that the Committee will be kept apprised as things progress.

8. Other Items

In response to a question raised by Mayor McKay, M. Villeneuve advised that he is working collaboratively with the Town Engineer to develop a finance tool.

Mayor McKay extended an invitation to anyone in the audience to comment.

B. Penny suggested the question sheet include questions that assist in gaining a perspective on each developer's response to the Master Plan and design principles.

9. **Adjournment and Next Meeting**

- Next meeting: September 26, 2014 at 11:00 a.m.

As there was no further business, the meeting was adjourned at 11:36 a.m.

K. Desroches

Karen Desroches
Deputy Clerk/Senior Executive Assistant

**ANDREW, THOMPSON
& ASSOCIATES LTD.**

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September 25, 2014

Town of Midland
575 Dominion Avenue,
Midland, ON L4R 1R2

Attention: Wesley R. Crown, MCIP, RPP
Director of Planning and Development

**Re: Quotation for Consulting Advice Related to Town Owned Lands
(Formerly the UNIMIN Lands), Midland ON**

Dear Mr. Crown:

Further to your request, we provide this quotation and/or terms of reference related to the above captioned property.

Background:

We understand the Town requires consulting and real estate advice with respect to various potential development parcels within the approximately 40 acre parcel. We further understand that some schematic information is available and that there are 8 blocks of low to medium density, and 3 blocks of higher density some with water lot amenities.

The Town requires support in estimating the current market value of lands assumed serviced to assist in considering potential disposition of parts of the property.

Terms of Reference:

The valuation advice is to be provided in the form of consulting report(s) and further prior valuation work completed.

The parcels are to be valued assuming they are free of environmental contamination. The client is to advise of any and all known contamination or environmental reports to be considered at the outset of the assignment. The appraiser assumes no responsibility to determine if contamination is present or for the estimate that any such contamination may have on the value of the subject lands.

Scope of Work:

The provided materials are to include an opinion of the narrow value range for a spectrum of density and built form alternatives applicable to the conceptual form of development provided.

The values are to be provided on the basis of fully serviced urban blocks.

The appraisal will not consider the potential to absorb the various blocks but later express retail market values for the serviced lands. No regard for the cost of servicing or soft costs are to be estimated by the appraiser unless expressly requested.

Professional Fee:

Our professional fee is based on a senior appraisal rate of \$325 per hour and intermediate appraiser rate of \$200 per hour. Most of the required work will be completed by an intermediate appraiser.

There are 2-3 categories of land which require valuation and some variation within the categories. We have estimated the following budget for this project:

- | | |
|---|----------------|
| 1. Low Density Blocks up to (14 upa) | 12 to 15 hours |
| 2. Low / Medium Density Blocks (14-24 upa) | 12 to 17 hours |
| 3. High Density Blocks (with and without water lot influence) | 12 to 17 hours |
| 4. Consultation and Meetings | |

Estimated Budget**\$7,000 to \$10,000**

The professional fee for this assignment is estimated to be **\$7,000 to \$10,000 plus disbursements (estimated as 10% of the fee) and HST**. Disbursements may include mileage, research, title searching, documents, planning information, professional insurance, report copies, courier and postage, fax or telephone charges and any subcontract work authorized.

Timing:

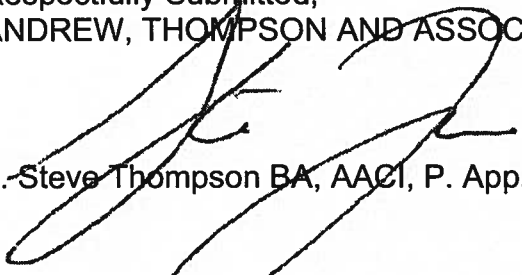
We expect that work could be initiated in the later part of October and a completed report could be available in mid to late November.

Valuation and Retainer:

- The approaches to value applied will be at the discretion of the appraiser unless specific instructions are made prior to initiating the assignment.
- We require the transmittal of a signed copy of this contract executed prior to initiating any work.
- The entire account is due and payable on delivery of the final report(s), please provide a copy of the purchase order if required.
- We reserve the right to charge 10% interest per annum on overdue accounts.
- Should we be required to give testimony in support of our findings or related opinions the client will be responsible for compensation for time and expenses associated, in addition to the cost from the preparation of the appraisal report.

We thank you for considering our firm and look forward to working with you on this assignment.

Respectfully Submitted,
ANDREW, THOMPSON AND ASSOCIATES LTD.



L. Steve Thompson BA, AACI, P. App.

The client for this file is: _____

The party paying for services will be _____ who agrees below to the professional fees and expenses outlined herein.

Agreed and Accepted by

Date

Printed Name

INFORMATION AVAILABLE AND TO BE FORWARDED TO THE APPRAISER

Contact Person for Inspection _____

Contact Phone# _____

Restrictions to access or specific instructions related to the inspection:

Instructions with regard to the number of printed reports and distribution required.

Originals To: _____

of Reports _____

Copies To: _____

of Reports _____

Available Documents - Please indicate what documents you are able to provide -

Survey _____

Lease(s) _____

Environmental Report _____

Site Plan _____

Rent Roll _____

Financial Statements _____

Expense Summary _____

Additional Instructions:

