



<b>6.</b>	<b>Unfinished Business</b>
	<p><b>1. Review of Draft Expression of Interest (EOI)</b></p> <ul style="list-style-type: none"> <li>• Shellee thanked Sara for summarizing the Advisory Panel’s comments received with respect to the draft EOI.</li> <li>• The Advisory Panel reviewed both the draft Expression of Interest (EOI), Initial Feedback summary and finalized for publishing (attached).</li> <li>• The EOI will be published on the Town’s website and Biddingo on May 26, 2022 with a deadline to submit by July 6, 2022.</li> <li>• The Advisory Panel agreed to meet on July 11, 2022 to review and rate the submissions.</li> <li>• A recommendation to Council will be presented on July 12, 2022, regarding the EOI and a request to extend the Term of the Kinsmen Building Advisory Panel.</li> </ul>
<b>7.</b>	<b>Correspondence – None</b>
<b>8.</b>	<b>New Business – None</b>
<b>9.</b>	<b>Discussion of Additional Items – None</b>
<b>10.</b>	<b>Questions from the Media – None</b>
<b>11.</b>	<b>Next Meeting – Monday, July 11, 2022 at 4:30 PM – Lou Jeffries Arena, 2<sup>nd</sup> Floor</b>
<b>12.</b>	<b>Adjournment</b>
	<p><b>Moved by:</b> Councillor Osmond  Be it resolved that Council hereby adjourns the May 25<sup>th</sup>, 2022 meeting at 5:41 PM.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
<p>_____  Dave Anderson, Chair</p>	<p>_____  Penny Kelly, Clerk / CEMC</p>



2022

Expressions of Interest - For Use of Space  
400 Stone Street North



*“The Town of Gananoque seeks interested community organizations, public or private entities that would bring community benefit to this space.”*

Gananoque

Ontario

Canada

## **REQUEST FOR EXPRESSIONS OF INTEREST**

**400 STONE ST NORTH, GANANOQUE ONTARIO**

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### **1.0 INTRODUCTION**

The Town of Gananoque is accepting Expressions of Interest (EOI) from community organizations and public or private entities offering community benefit that have interest in occupying space at 400 Stone St. North, located between the Highway 401 interchange and downtown King Street.

The subject property was the former Kinsmen Hall and is approximately 7,200 square feet. The purpose of this call for Expressions of Interest is for the Kinsmen Building Advisory Panel to identify parties that would be interested in the space to make a recommendation to Council on the preferred future use of the building. Parties interested in this opportunity should respond by submitting Expressions of Interest in writing **before July 6, 2022 at 4:00pm**.

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### **2.0 BACKGROUND**

#### **2.1 Town of Gananoque**

Internationally renowned as the ``Gateway to the 1000 Islands``, the Town of Gananoque is recognized as one of Eastern Ontario's most stunning waterfront communities. It has truly developed into a world-class destination for travelers, businesses, and residents.

Strategically located on the Hwy 401 corridor and near the U.S border, Gananoque is centrally located between major urban centres including Toronto, Montreal, and Ottawa. This growing community offers a variety of attractions unique to the region including a scenic cycling path along the Thousand Island Parkway, a captivating waterfront trail, beautiful beaches, a heritage museum, a casino, boat museum, boat tours of the Thousand Islands, outstanding performances at the Thousand Islands Playhouse, and prominent golf courses second to none in Ontario. With its unbeatable quality of life and larger centers only minutes away, Gananoque is an ideal community for world-class development and enriched quality living.

#### **2.2 Surrounding Property**



The subject property is bounded on the west side by the Gananoque River, and on the east side by Stone Street North, which is a two-lane roadway primarily developed with low-density residential dwellings in this area. On the south side, there is an elementary school, and low-density, small and medium-size single family housing units. King Street, which is Gananoque's major commercial district, is about a 5-minute walk from the subject property.

### 3.0 SUBJECT PROPERTY

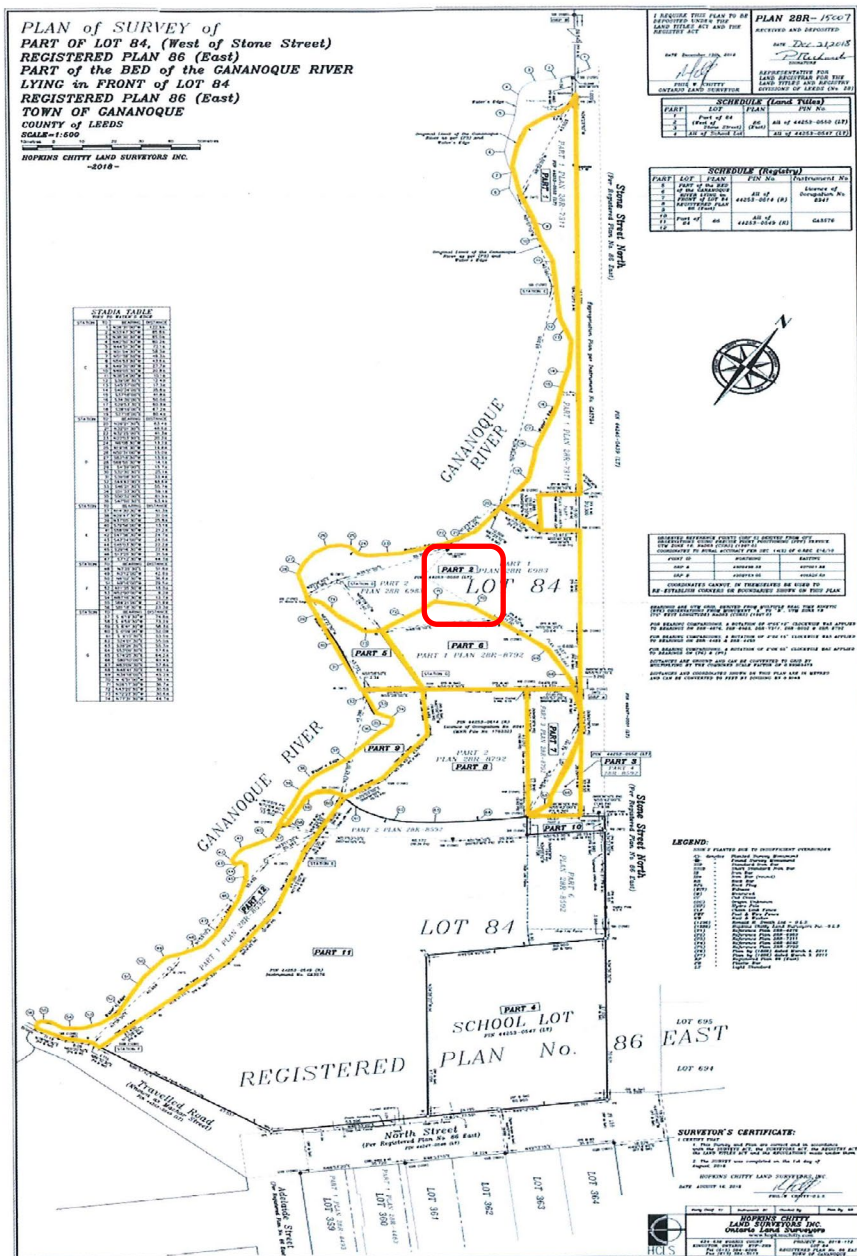
The Subject Property is known as the former Kinsmen Building located at 400 Stone Street North in the Town of Gananoque. It is a one-storey structure (with mezzanine) built in 1991. It is approximately 7,200 sq. ft. in size, approximately half of which is currently used by the Thousand Islands Youth Boxing Club. The other half was formerly used as a daycare centre and is currently vacant. The building is on municipal services (water and sewer), heated by gas, and electrically serviced by Eastern Ontario Power. Operating and Capital Expenses are currently \$15/square foot. On site parking is available. The Town is primarily offering organizations the use of the building's square footage however the adjoining parkland may be considered for use for associated activities (lawn bowling, picnics, yoga, etc.)



Legend:

-  Outlines building including parkland
-  Denotes Building



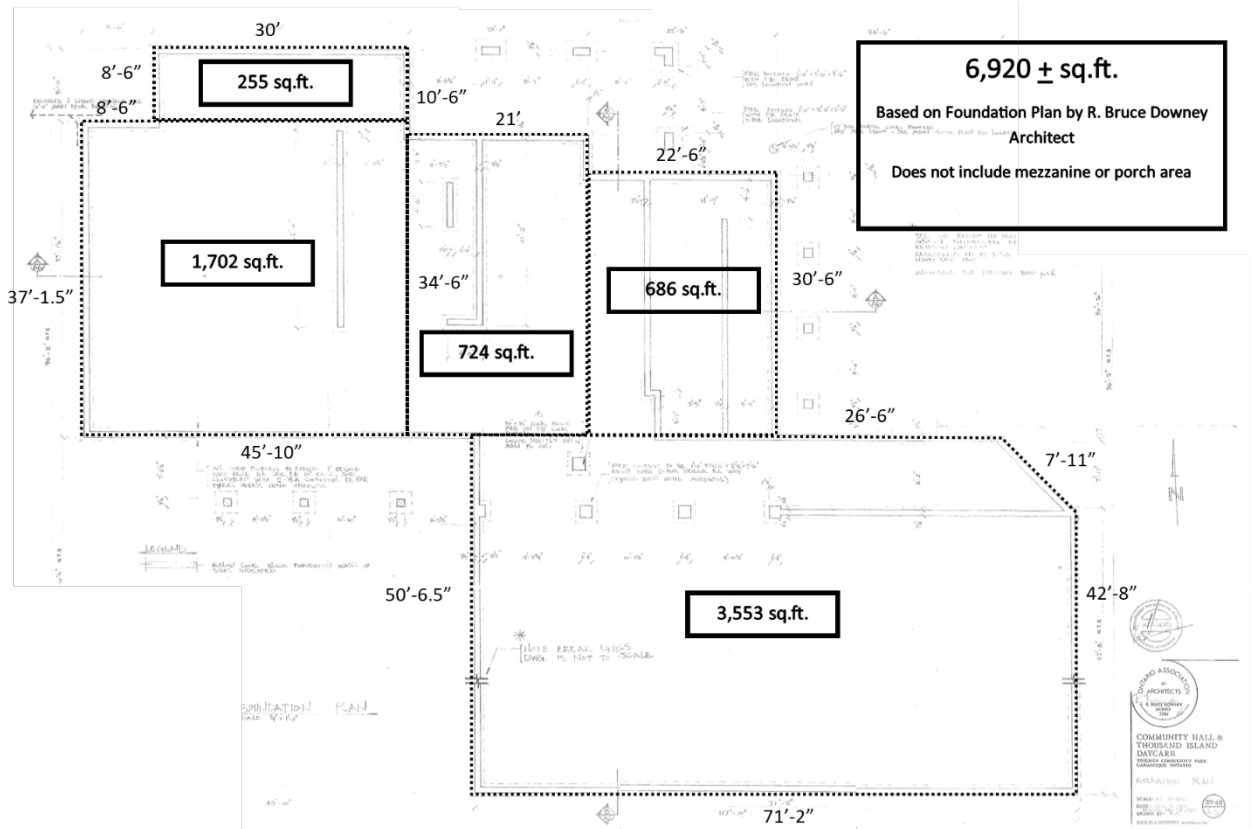


Legend:

- Yellow highlight shows various severed parcels
- Red show location of the building

Legal Description: PLAN 86 PT LOT 84 GAN R ES

Total Floor Area 7,204 sq. ft. (includes mezzanine)



#### 4.0 ELIGIBILITY AND SUBMISSION REQUIREMENTS

Expressions of Interest must be submitted in a hard copy and an electronic copy on a USB key in a sealed envelope clearly marked **'Expression of Interest, 400 Stone Street North'** and addressed to:

Kinsmen Building Advisory Panel  
 c/o Shellee Fournier, Chief Administrative Officer  
 30 King St East, Gananoque, ON K7G 1E9  
 (613) 382-2149 ext. 1113 [sfournier@gananoque.ca](mailto:sfournier@gananoque.ca)

Submissions should be received **no later than July 6, 2022 4:00pm**. Proposals submitted later than this time will be returned unopened to the submitter.

The Town of Gananoque will not accept proposals by email or facsimiles for all or any part of this request. Submissions must contain the information set out below.

## 5.0 INFORMATION TO BE SUBMITTED

### 1. Organization Profile:

The profile must include the following:

- Organization name and address
- Contact name and phone number
- Email address
- Website (if applicable)
- Organization location (main office; other offices)
- Organization history and length of time in operation
- Organization mission statement and/or goals and objectives
- Organization governance structure
- Organization membership information, if applicable (e.g. how membership is obtained, cost, etc.)

### 2. Financial Information:

A bank reference letter marked “Confidential” must accompany the submission stating the length of the relationship with the institution as well as confirmation of insurability of at least \$2M.

### 3. Organizational Experience:

A description of projects/activities the organization has operated over the past five years.

### 4. Concept Summary

Submitters are requested to provide a written summary of the proposed use for this space.

#### Required Elements

- Proposed use of the space
- Leasehold improvements to the building that will be implemented (if applicable)
- Benefits to the community (i.e. programs or activities that contribute to better overall physical and mental health, promote safety and well-being, respond to a community need, generate social and economic value, create a sense of belonging through social connection and engagement, etc.)
- Number of jobs/investment created or retained in the community
- Partnerships created and/or retained
- Proposed occupancy date
- Organization’s most current operating budget as well as proposed budget for this space



The usage summary should describe the following:

- Proposed use of space and proposed duration (in months).
5. References/Letters of Reference  
References should be submitted.

*Note: Organizations are invited to visit the Town's Webpage to review various Studies/Strategic Plans as background information and context. <https://www.gananoque.ca/town-hall/studies>*

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## 6.0 COMMUNICATION

Only questions received by the Town in writing will be acknowledged. Communication and inquiries should be directed to the following:

Shellee Fournier, Chief Administrative Officer  
30 King St East, Gananoque, ON K7G 1E9  
(613) 382-2149 ext. 1113 [sfournier@gananoque.ca](mailto:sfournier@gananoque.ca)

If any submitter has questions concerning the call for Expressions of Interest, finds discrepancies or omissions in the solicitation document or otherwise requires clarification, such matters should be submitted in writing to the individual named in the preceding paragraph at least five (5) business days prior to the proposal due date noted on the cover page.

Copies of all questions and answers, and any addenda to supplement the EOI, will be posted on the Town website no later than four (4) business days prior to the proposal due date. Only formal written responses to properly submitted questions will be binding on the Town. Any such clarifications or addenda shall become part of this EOI.

No interpretation or clarification of the meaning of any part of this EOI will be made orally to any respondent. Respondents must request such interpretation or clarification in writing from the Town.

Information is also available online at [www.gananoque.ca](http://www.gananoque.ca).

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## 7.0 SUBMISSION OPENING

All submissions will be opened immediately following the deadline. The submissions will be reviewed by the Kinsmen Building Advisory Panel with recommendations presented to Council at a public meeting.

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## 8.0 TOWN’S RIGHTS AND OPTIONS

The Town accepts no liability for the costs and expenses incurred by the submitters in responding to this request for EOI, preparing responses for clarification, attending site meetings/ interviews, or participating in meetings. Each submitter that enters into the EOI process shall prepare the required materials and submittals at its own expense and with the express understanding that they cannot make any claims whatsoever for reimbursement from the Town for the costs and expenses associated with EOI process. The Town reserves the right to refuse any and all proposals at its discretion.

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## 9.0 SITE INSPECTION

The Town will conduct pre-submission site tours of the subject space on an appointment basis. **Attendance at the pre-submission site tour is mandatory for all submitters.** Call to make an appointment.

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## 10.0 EVALUATION CRITERIA

To assist in the shortlisting of organizations, a point system will be used as a guide. Information that will be used a criteria for evaluation has been identified in Section 5.0 “Information to be submitted”.

● Community Benefit	15 points
● Quality of Proposal	3 points
● Price Per Square Foot	7 points
● References	2 points
Total	27 points

**SUBMISSION FORM**

**EXPRESSIONS OF INTEREST FORM  
400 STONE STREET NORTH**

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Name of Organization/Individual (Please print)

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Address

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Telephone Number

E-Mail

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Signature

(I have the Authority to Bind the Corporation)

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Name and Position of Person Signing for Organization

RECEIVED BY:

Corporation of the Town of Gananoque  
30 King Street East, Gananoque ON K7G 1E9  
Attention: Shellee Fournier, CAO  
Telephone: (613) 382-2149 ext. 1113



I/We the undersigned agree to information proposed for space at 400 Stone Street North as follows:

<b>1. Organization Profile: (attach additional pages if necessary)</b>
<b>2. Financial Information (attach Bank Reference) and confirmation of insurability.</b>
<b>3. Organizational Experience (attach additional pages if necessary)</b>
<b>4. Concept Summary (attach additional pages if necessary)</b>
<b>5. References/Letters of Support (attach additional pages if necessary)</b>
• Name:
Phone Number:
Organization Name:
Email:
• Name:
Phone Number:
Organization Name:
Email:



• Name:

Phone Number:

Organization Name:

Email:

***\*Please note the relationship of each reference to the organization***

6. Proposal Details

Proposed Term (# of months): \_\_\_\_\_

Price per Square Foot (per year):\$ \_\_\_\_\_

Utilities (Water, Gas, Electric) Included or Excluded in price: \_\_\_\_\_

Estimated Cost of Leasehold Improvements required: \_\_\_\_\_

Leasehold Improvements to be Paid by (Circle One): Town or Organization

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Official Capacity