



**TheCounty**<sup>™</sup>  
PRINCE EDWARD COUNTY ♦ ONTARIO

**THE CORPORATION OF THE COUNTY OF PRINCE EDWARD  
Expression of Interest**

**2018-CDD-38**

**PICTON TOWN HALL AND FORMER FIRE HALL**

**PLEASE USE BLUE OR BLACK INK TO COMPLETE**

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Name of Firm

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Address

Postal Code

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Telephone Number

Fax Number

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Name of Person Signing for Firm

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Name of Contact Person

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Email Address for Contact Person

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Company Website

**CLOSING DATE: NOVEMBER 26, 2018 at 2:00 pm**

## **Overview**

The Picton Town Hall and Former Fire Hall is located at 2 Ross Street, Picton, Ontario.

By inviting expression of interests from the community, Council seeks to identify the highest and best use for the property in the context of The County's strategic priorities.

Expression's of Interest should consider and can involve varying approaches to the property's use, operation and ownership.

The overall value of the proposal will be considered in the context of the economic, cultural, social and environmental benefits to the community.

## **Background**

Until 2016, both levels of 2 Ross Street were occupied with the upper floor serving, and continuing to serve as the Picton Town Hall since 1988, and the lower level being utilized for the Picton Fire Hall.

In the summer of 2016, the Picton Fire Department moved from this site to a new facility located at 8 McDonald Drive in Picton leaving the lower level of 2 Ross Street vacant.

As a result of this vacancy, County Council asked staff for a report regarding the future use of the property. While there had been discussions about selling surplus fire halls to offset new fire hall construction costs, no formal decision had been made regarding 2 Ross Street, nor had a decision been made about the future of the Picton Town Hall on the upper level.

In the Fall of 2017, staff recommended that an RFP be issued to ascertain the breadth of interest and options for the property at 2 Ross Street. This recommendation was predicated on Council's desire to make a financially sustainable decision regarding the property's use, to ensure the asset would serve the highest and best purpose given Council's strategic priorities, and because many inquiries had been received regarding the repurposing of all or part of the property following the Fire Department's relocation.

In a series of public meetings, Council discussed the staff recommendation and heard from numerous residents, representatives of local user groups, advocates for built heritage preservation and others who wished to see 2 Ross Street remain a public building and/or were concerned about the potential loss of community space.

Given the significant community interest in the property and the Picton Town Hall specifically, Council resolved to issue the RFP as recommended, establishing a six month window to receive proposals. At that time staff indicated that the RFP would seek information regarding the alignment of any proposals with Council's strategic priorities and would consider the economic, social, cultural and environmental impacts in their evaluation of proposals and eventual recommendations to Council.

This Expression of Interest is being released to elicit proposals for the use of 2 Ross Street.

## **Picton Town Hall and former Fire Hall History**

Built on land purchased from Walter Ross, the Circa 1866 building was designed to be a fire hall, market rooms and an upstairs meeting hall. The hall had a stage and a balcony and seating for 300. Under today's calculation the capacity is well below the 300 mark.

In 1898 the hall was leased to L.C. Hall as "The Bijou Opera House" where live travelling shows and local talent performed, and early movies were shown.

While George Cook was setting up the Regent Theatre, he leased the hall from 1918 to 1921. The upper floor was gutted by fire in 1923 and rebuilt without stage and seating resulting in it being used sporadically. The hall was also used by the Fire Department for training.

From 1988 to 1990 the upper floor was restored as a Town Hall and the Fire Department continued to occupy the main floor.

In the summer of 2016, the Picton Fire Department moved to a new building located at 8 McDonald Drive in the Industrial Park leaving the lower level vacant.

## **Current Uses**

Basement: The basement houses mechanical equipment, etc.

Main Floor: The main floor housed the Picton Fire Department until its relocation to 8 McDonald Drive, Picton in July, 2016. It has remained unoccupied since then.

Second Floor: The hall has been used weekly and monthly by community groups and organizations such as the Line Dancing Club, Bridge Clubs, Tai Chi, Karate, Theatre Club, Arts Groups, Horticulture Club and Agricultural Society and Community Monthly Dinners. Additionally, private bookings for workshops, weddings, meetings and family parties occur.

## **Designations & Classifications**

Ontario Building Code Classification: (current based on fire hall / town hall)

Main Floor (Fire Hall) – F2 rating – Medium Hazard Group F Division 2

Main Floor (Offices) – Business and Personal Services Occupancy

Second Floor (Hall) – A2 rating – Assembly

**Note:** Building Code Classifications would be reflective of the use of the building. Based on use in the building, the Fire Code requirements may also change.

Ontario Heritage Act:

Heritage building under Part IV of the Ontario Heritage Act

<https://www.ontario.ca/laws/statute/90o18#BK46>

Municipal By-law No. 1566:

Date of Designation: September 27, 1983

<https://www.thecounty.ca/media/pe-county/documents/department/planning/heritage-planning/Record-of-Heritage-Designation-with-Pictures.pdf>

Picton Main Street Heritage Conservation District Plan – Part 4 & 5:

<http://www.thecounty.ca/media/pe-county/documents/department/planning/heritage-planning/Picton-Main-Street-Heritage-Conservation-District-Plan.pdf>

### **General Property Information**

The circa 1866 structure is a two storey with a newer asphalt shingle roof and masonry construction. It has an original stone foundation with modern era block wall supports.

Roll Number: 135002002521500

Address: 2 Ross Street, Picton, Ontario, K0K 2T0

Legal Address: Lot 291, Registered Plan 24, Town of Picton Ward, Municipality of the County of Prince Edward

Zoning: I-Institutional

<http://www.thecounty.ca/media/pe-county/documents/department/planning/PEC-Zoning-By-Law---2017-March-6.pdf>

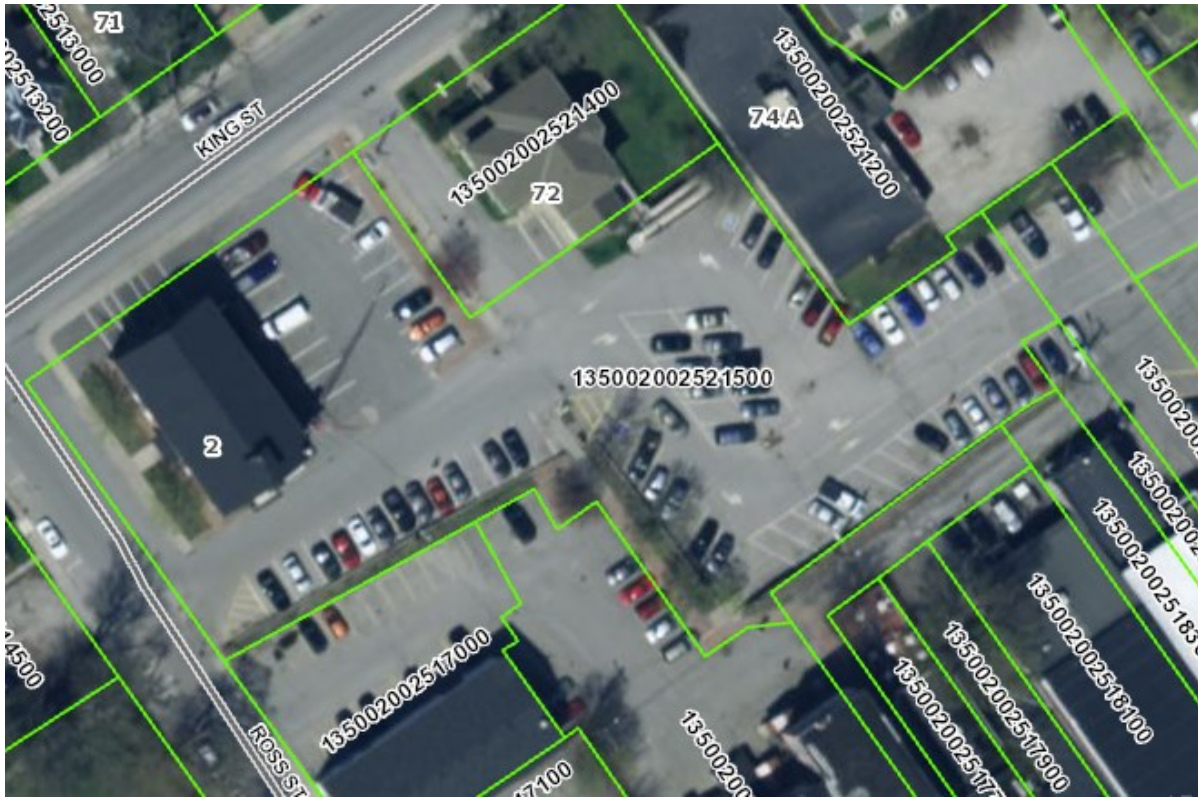
Area: Proposed .32 acre that is subject to change based on proposed use/s (severance from or retention to larger parcel of municipal land)

Building Dimensions: approximately 70 ft. by 40 ft.

Gross Floor Area: The total gross floor area of the structure is 5600 sq. ft. comprised of 2800 sq. ft. on each floor.

Utilities/Services: Paved Roadway, Municipal Water and Sewer, Hydro, Garbage Collection, Police and Fire Protection, Storms, Curbs, Sidewalks, Street Lights, Natural Gas.

Parking: 18 parking spaces are currently associated with the site; however, the building and its parking lot are part of a single piece of contiguous municipal property which includes the balance of public parking throughout Market Lane in Picton. Parking space requirements are determined by the use of the property as per the County's Zoning By-Law. Parking and other on-site requirements may be determined in part by the ultimate parcel fabric and ownership.



## General Building Information

### Basement

The basement contains several rooms and mechanical systems.

### Main Floor

The most recent use of the main level was the local fire hall, with a floor plan and layout suited for that purpose.

Finishes are older, with some worn flooring evident.

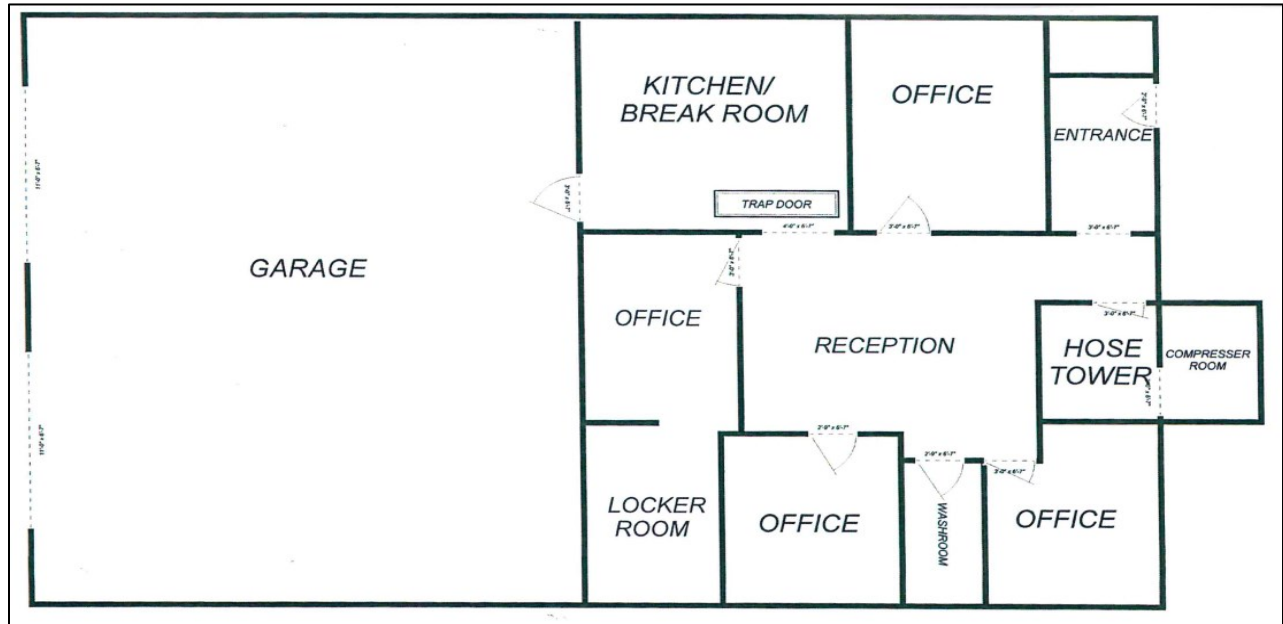
- Approximately 2,800 sq. ft.
- Elevator: located on the main floor of the building that provides access to the second level.
- Washroom: 3 piece washroom. Washroom has modern fixtures, is well maintained, and in average condition.



- Kitchenette: With plywood cupboards and arborite counters.
- Garage: 3 Bay Garage
- Offices: 4 Offices
- Reception Area
- Air Conditioning

**Main Floor**

**Former Use: Fire Hall. Currently unoccupied**



**Assessments:**

A preliminary assessment of the fire hall located on the main floor and basement was completed in 2012 by a summer student. An initial quote was obtained for architectural, structural and mechanical drawings for creating a fire rated wall around the furnace complete with fire stopping and dampers, to provide structural drawings for doorway reinforcement and foundation wall reinforcement.

Please note: Depending on proposal, an Environmental Assessment or a Record of Site Condition may be required.

## **Expression of Interest Submission Requirements**

Expressions of Interest should include the following:

### Proponent Profile

- Corporate/organizational profile
- Development experience (related to proposed development)
- Operational/management expertise
- Community partnerships (if applicable)
- References

### Development Plan

- Statement of intent
- Site Plan/design with description (including desired changes to parcel fabric if applicable)
- Proposed development schedule/timing
- If proposal intends for the Municipality to retain all or part of the building, clearly articulate the financial and operating impact on the Municipality associated with its continued ownership/involvement
- If proposal contemplates housing, it should discuss affordability
- Clearly indicate if any other form of incentive or support is being sought from the Municipality to enable the development

### Council & Community Priorities

- Demonstrate how the proposal aligns with Council's strategic plan and identified priorities, including but not limited to:
  1. Financial Sustainability
  2. Business Friendly Environment
  3. Maintain Rural and Historic Character
  4. A Community with Stable Employment and Affordable Housing
  5. Sustainable Community Healthcare

Prince Edward County Corporate Strategic Plan

<http://www.thecounty.ca/media/pe-county/2016-08-23---PEC-Corporate-Strategy-Plan---FINAL.pdf>

- Demonstrate how the proposal addresses other community needs, including but not limited to those identified by The County Foundation's Vital Signs Report, The County's Official Plan, other County strategic documents/studies, or third party documents.

Business Plan (if applicable)

- A full business plan for the proposed use/operation (unless acquisition is proposed)
- Return on investment for The County should it be asked to retain all or part ownership or provide any in-kind or financial support
- Financial Sustainability
  - Proposed capital budget
  - Proposed operating budget
- Funding Opportunities/Revenue Sources

Property Acquisition (if applicable)

- Include if proposal does not consider not-for-profit, community use or retention by the Municipality
- Include an offer amount and the conditions under which you are interested in acquiring the property



## **EVALUATION CRITERIA**

Please structure your expression of interest into five sections as per the preceding **Expression of Interest Submission Requirements**.

1. Profile
2. Development Plan
3. Council & Community Priorities
4. Business Plan
5. Property Acquisition (if applicable)

Given the open-ended nature of this Expression of Interest, each proposal received will be assessed on its own merits and not necessarily in accordance with a fixed scoring scheme that would predetermine the value of some criteria over others. The County will seek to identify the net benefit of each proposal for the community in its review and recommendations.

The County reserves the rights, in its sole discretion, to select any or none of the submissions received and/or to enter into further discussion with any of the interested parties.

## **SCHEDULE**

The Corporation of the County of Prince Edward intends to utilize the following schedule in completion of this process. The County reserves the right to amend the schedule should it be deemed necessary:

<b>Date</b>	<b>Description</b>
May 29, 2018	EOI release date
November 19, 2018	Last day for Written Questions from Vendors
November 26, 2018	EOI submission due date
December 2018	EOI recommended to Council for Approval
End of December 2018	All EOI submissions will be reported to and the selected expression of interest will begin negotiations with the municipality if appropriate

Questions for Clarification of the EOI must be submitted and be received before 4:00 p.m. Local Time November 19, 2018. Questions for Clarification received after this date will not be answered. Answers to questions and clarifications may be released in the form of an addendum should the County determine the information is relevant to all interested respondents.

**Process**

Submissions will be used by the County to better determine the options available. Further detail regarding your submission may be requested under a separate process.

**Terms and Conditions**

Nothing in this Expression of Interest, receipt by the County of a submission to this Expression of Interest, or subsequent negotiations by the County of the terms of an agreement or contract, shall in any way impose a legal obligation on the County to sign an agreement or contract with any proponent.

**Submissions**

PROPOSERS shall submit one document marked "original" and **Four (4) additional copies**. Submissions must be delivered to:

The County of Prince Edward,  
Clerk's Office, 2<sup>nd</sup> Floor  
332 Main Street,  
Picton, Ontario, K0K 2T0

**Submissions must be received no later than 2:00 pm, November 26, 2018**

All projects out for competition are posted on the County website:

[www.thecountyca/county-government/department/purchasing-/](http://www.thecountyca/county-government/department/purchasing-/)