



Queen Elizabeth School Re-Development Community Partner Tenant Selection Committee Terms of Reference

Mandate

The Community Partner Tenant Selection Committee will make recommendations to Council regarding the selection of business, organizational and not-for profit tenant ranking in the proposed Queen Elizabeth School site Re-Development informed by the following:

1. Provide advise to Council on a suitable mix of tenants, with consideration for the original EOI created by the municipality and the overall objectives to:
 - i. evaluate the proponent submissions as per the EIO criteria, and purpose of the project to create a community hub to meet the health, wellness and social needs of the community;
 - ii. rank the proponents for suitability in the QE redevelopment project;
 - iii. make recommendations for a suitable mix of tenants to Council.

Goals/Purpose

The goals and purpose of the Tenant Selection Committee are to:

- implement an evaluation matrix in order to make recommendations to Council on the tenant mix of the development,
- receive and review all applications forwarded for consideration consistent with the eligibility criteria and process laid out in the Expressions of Interest document provided to proponents;
- identify potential sale of land related to the development;
- evaluate based on the criteria and scoring matrix provided for recommendation on the ranking of proponents for Council decision only **not** implementation, operations and space requirements or positioning.

Membership

1. Mayor Ferguson, Councillor Branderhorst, Councillor Engelsdorfer, Councillor MacNaughton and Councillor Maynard.
2. **Community Members (Up to 5 maximum)**
3. CAO Marcia Wallace (non-voting), with support from cross-departmental staff as required.

4. A Chair will be elected by members at the first meeting.

Roles

1. Members will actively participate, and provide support and expertise aligned with the vision for Queen Elizabeth School site Re-Development.
2. Members will be sufficiently prepared for each meeting by reviewing materials in advance of meetings.
3. The Chair will facilitate meetings, ensure participation by members, maintain decorum, and be the primary contact of the Committee.
4. Council appointees will act as a liaison between the Committee and Council. They will serve as voting members and count towards meetings quorum.
5. The Clerk's Office will manage administrative functions, and provide procedural and legislative advise to the committee.
6. Members may call on the CAO, Housing Department, or other cross departmental staff, as required or subject matter expertise and guidance.
7. Members shall ensure that confidential matters discussed during closed Meetings are kept confidential.
8. Discontinue role on the Committee should they become:
 - employee of the municipality; or
 - board member, principal, or employee of an organization that has submitted an expression of interest.

Responsibilities of the Tenant Selection Committee

1. It is the responsibility of all appointed members to comply and work with County procedures, by-laws and Provincial legislation, with guidance from staff:
 - a. Council's Code of Conduct
 - b. County Accountability and Transparency Policy
 - c. County Procedural By-law
 - d. Other applicable County by-laws and policies
 - e. *Municipal Act*
 - f. *Municipal Freedom of Information and Protection of Privacy Act*
 - g. *Municipal Conflict of Interest Act*
2. The Committee will make its final recommendations to Council by Q4 2023 via a staff report.

Term

The term of office for the Tenant Selection Committee will be from the date of its appointment to when the final recommendations are approved by Council.

Staff Support

While the Clerk's Office provides procedural support, the Housing Department will provide administrative support to the Committee, with the approval of the CAO.

Reporting Relationship to Council

The Committee will act as an advisory body and does not have any delegated authority. Recommendations to finalize potential tenants are approved by Council.

Finances

No member shall receive remuneration for services. A member is entitled to reimbursement for any reasonable out-of-pocket expenses that have been pre-approved by the Mayor or CAO.

Attendance

If a Committee Member is absent for three consecutive meetings they have forfeited their membership unless their absence has been approved by the Chair.

Meetings

Meetings shall be governed by The County's Procedural By-law as may be amended from time to time. The meetings will not be livestreamed, agenda, and minutes will be available to the public, on the municipal website.

Meetings may be held electronically. All meetings shall be closed to the public in order to adhere to privacy, legal, and financial purchasing requirements.

Appendix 1 - Evaluation Criteria and Scoring Matrix

(Expression of Interest - July 11, 2023)

Appendix 1 - Evaluation Criteria and Scoring Matrix

Phase 1 Completeness and Eligibility: Each proponent submission will first be evaluated against Expression of Interest requirements for completeness, and then the first level of eligibility. Each question will be ranked on a 10-point scoring matrix. The Tenant Selection Committee will determine the minimum score required to proceed to the second phase of the selection process.

1. Is the Proponent Submission Complete as required by Expression of Interest requirements? Completed EOI Application Form (Schedule 2)

A. Statement of Interest (3 pages maximum) including:

- i. How does the proponent's application meet the vision of the shared-space model?
- ii. How will tenancy in the site enhance capacity for the proponent?
- iii. How will tenancy in the site enhance benefit for County residents and the community?
- iv. How will tenancy benefit the shared-space model?

B. Organization/Individual History (5 pages maximum) including:

- i. A mission statement and brief history of the organization, including years in operation (organizations only)
- ii. Information on any awards, successes, and relevant statistics
- iii. A description of the proponent's current programming, services, or community outreach activities
- iv. The size of the proponent's current location, monthly rent and notice requirements

C. Outline of space requirement

- i. How much space is required by the proponent?
- ii. What is the proposed use of the space requested?
- iii. Will this be a primary or satellite location for the proponent?

D. Financials

- i. Provide audited or review engagement financial statements for the last two fiscal years and a current internally prepared financial statement, year-to-date.
- ii. Describe the organization's proposed financial operating plan demonstrating financial sustainability in the space for 5 to 10 years.
- iii. In the case of not-for-profits, provide evidence of sustained public sector

- support. In the case of a small business, provide a viable business plan.
- iv. Provide evidence of capacity to support and implement capital improvements and leasehold improvements where necessary for their activity?

E. Supporting Documents

- i. Biographies of key personnel
- ii. List of Board of Directors (non-profit organizations only) List of staff who would be on-site upon tenancy
- iii. Three letters of support

F. Organizational Eligibility: Does the proponent originates from one of the following:

- i. A local community group or organization,
- ii. A non-profit agency, community service provider or organization within Prince Edward County or a mandate to serve Prince Edward County residents,
- iii. A local small business with a social impact mandate, or
- iv. A social enterprise with a social impact mandate

G. Organizational Mandate and Commitment to the Site Model: The extent to which the proponent's application meets each of the following statements in the four dimensions:

- i. Mandated to provide services in Prince Edward County or demonstrate the need for same.
- ii. Deliver programs and services that reflect community needs in any of the following: childcare, training, employment assistance, housing support, economic development, health and wellness, mental health supports, counselling, food insecurity, gender-based violence and related support groups.
- iii. Provide programs and services for individuals, youth, and families.
- iv. Committed to the principles of shared space and collaborative learning and have demonstrated this commitment in related projects.
- v. Demonstrate financial sustainability and fundraising capacity to meet long-term goals.
- vi. Has committed operational funding in place and access to capital funding for capital improvements and leasehold improvements.

2. Second Assessment Phase 2: Once the proponent applications have been confirmed to meet the initial eligibility of Phase 1, the remaining proponents will be reviewed against the following subsequent criteria as prospective core tenants.

A. Suitability

- i. Best meet the visions of collaboration and shared service-delivery model;

- ii. Demonstrate how participation in the shared-space service delivery model will increase the benefit to County residents.
- iii. Demonstrate the ability to expand or improve existing services and/or fill identifiable service or system gaps.

B) Needs: Does the proponent understand the needs for the intended development? how does the organization:

- i. demonstrate its current presence, connection, benefit to County residents or (b) demonstrate how it will do so?
- ii. Does the Expression of Interest submitted encourage community participation in the service provided?
- iii. Does the organization understand and support the sharing of resources with other tenants?

C) Community Engagement/Presence:

- i. What audience will be targeted?
- ii. Does the Expression of Interest submitted have connections in Prince Edward County?
- iii. How well does the proponent demonstrate the organization's capacity for collaboration and partnership? Does the Expression of Interest submitted demonstrate a willingness to raise the profile of the community and maintain community outreach?
- iv. What benefits will County residents and the community receive as a result of the proponent's application? What client population does the organization engage with?
- v. Is the organization seen as a current or aspiring leader or contributor to community involvement in Prince Edward County?

D) Capacity:

- i. Does the organization have the capacity to meet their objectives?
- ii. Does the proponent have a strong track record of financial and organizational health?
- iii. Has the applicant worked in a collaborative environment?
- iv. Does the organization have resources to share that would be an additional asset to the facility?
- v. Does the organization have resources to complete the build-out of their proposed space and in what timeframe?