



**The Corporation of the City of Stratford  
Planning and Heritage Committee  
Open Session  
AGENDA**

**Date:** Monday, January 11, 2016  
**Time:** 8:00 P.M.  
**Location:** Council Chamber, City Hall  
**Committee Present:** Councillor Ritsma - Chair Presiding, Councillor Ingram - Vice Chair, Mayor Mathieson, Councillor Beatty, Councillor Brown, Councillor Bunting, Councillor Clifford, Councillor Henderson, Councillor Mark, Councillor McManus, Councillor Vassilakos  
**Staff Present:** Ron Shaw - Chief Administrative Officer, Joan Thomson - City Clerk, Charlene Lavigne - Deputy Clerk, Andre Morin - Director of Corporate Services, Ed Dujlovic - Director of Infrastructure and Development Services, Cindy McNair - Deputy CAO/Director of Human Resources, Carole Desmeules - Director of Social Services, David St. Louis - Director of Community Services, Jeff Leunissen - Manager of Development Services

Pages

**1. Call to Order**

The Chair to call the Meeting to Order.

**2. Disclosure of Pecuniary Interest and the General Nature Thereof**

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

**3. Sub-committee Minutes**

4 - 8

Sub-committee minutes are provided regarding the discussion held at the December 17, 2015 Sub-committee meeting.

#### 4. Delegations

None scheduled for the January 11, 2016 Planning and Heritage Committee meeting.

#### 5. Report of the Chief Administrative Officer

##### 5.1 Cooper Property Development Options – Ventin (VG) Architects Recommendations (PLA15-007) 9 - 39

**Staff Recommendation:** That the Cooper Property Development Options report for the development of the Cooper Site prepared by Ventin Architects be referred to the University of Waterloo to comment on the option involving them occupying a portion of the current building as an adaptive re-use and to the Parking Study for evaluation of all five options.

Motion by \_\_\_\_\_

**Sub-committee Recommendation:** That the Cooper Property Development Options report for the development of the Cooper Site prepared by Ventin Architects be referred to the University of Waterloo to comment on the option involving them occupying a portion of the current building as an adaptive re-use and to the Parking Study for evaluation of all five options.

##### 5.2 Market Square RFP – Selection Committee (PLA15-008) 40 - 50

**Staff Recommendation:** That two members of Council be appointed to the Market Square design selection committee.

Motion by \_\_\_\_\_

**Sub-committee Recommendation:** That Councillor Vassilakos and Councillor Brown be appointed to the Market Square design selection committee.

#### 6. Report of the Manager of Development Services

##### 6.1 Brownfield Community Improvement Plan Program Application BF04-15–686 Mornington Street, Applicant: Marguerite Brant (PLA15-009) 51 - 53

**Staff Recommendation:** That Council approve the Brownfield Community Improvement Plan Grant application submitted by Marguerite Brant for the Phase 2 Environmental Site Assessment for 686 Mornington Street, to a maximum amount of \$7,050.

Motion by \_\_\_\_\_

**Sub-committee Recommendation: That Council approve the Brownfield Community Improvement Plan Grant application submitted by Marguerite Brant for the Phase 2 Environmental Site Assessment for 686 Mornington Street, to a maximum amount of \$7,050.**

**7. For the Information of Committee**

**7.1 Project Update**

54 - 55

The Manager of Development Services distributed a sheet listing the project updates for December 2015 and reviewed them for Sub-committee.

**8. Advisory Committee/Outside Board Minutes**

None to be received at this time.

**9. Adjournment**

Meeting Start Time:

Meeting End Time:

Motion by \_\_\_\_\_

**That the Planning and Heritage Committee meeting adjourn.**



**The Corporation of the City of Stratford  
Planning and Heritage Sub-committee  
MINUTES**

Date: December 17, 2015  
 Time: 4:45 P.M.  
 Location: Council Chamber, City Hall

Sub-committee Present: Councillor Ritsma - Chair Presiding, Councillor \*Ingram - Vice Chair, Councillor Brown, Councillor Henderson, Councillor Vassilakos

Staff Present: Ed Dujlovic - Director of Infrastructure and Development Services, \*Ron Shaw - Chief Administrative Officer, Caitlin Gillis - Council Clerk Secretary, Joan Thomson – City Clerk, Stephanie Potter, Policy and Research Associate

Also present: Councillor Kerry McManus, Public, Media

**1. Call to Order**

The Chair called the meeting to Order.

**2. Disclosure of Pecuniary Interest and the General Nature Thereof**

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

None declared on December 17, 2015.

### 3. Delegations

None scheduled.

### 4. Report of the Chief Administrative Officer

#### 4.1 Cooper Property Development Options – Ventin (VG) Architects Recommendations (PLA15-007)

**Staff Recommendation:** That the Cooper Property Development Options report for the development of the Cooper Site prepared by Ventin Architects be referred to the University of Waterloo to comment on the option involving them occupying a portion of the current building as an adaptive re-use and to the Parking Study for evaluation of all five options.

At the Sub-committee meeting, it was stated that the CAO has been delayed and will be arriving shortly from the OMB Hearing.

Ed Dujlovic advised of issues surrounding the Cooper Property Development Options:

- Parking needs
- University of Waterloo - interest in the building
- Parking study - off-season counts now being completed. A public consultation will be held on the results of this study
- Transit Study - to be presented to Council on December 21, 2015
- YMCA update given at the December 14 Council meeting. The YMCA is looking for more space to expand

The report on Cooper Property Development Options includes matters that need to be completed in regards to this property.

Sub-committee discussed the Avon Maitland District School Board's possible interest in this site. Sub-committee requested that staff contact the Board about their needs.

Councillor \*Ingram and the \*CAO now present at the Sub-committee meeting. [4:50 pm]

The Chair reviewed discussion surrounding this item for Councillor Ingram.

Sub-committee questioned whether the University of Waterloo should have precedence over others interested in this property. The CAO clarified that the City has a pre-existing commitment to the University of Waterloo. It was also discussed whether or not the University of Waterloo was interested in the Cooper building.

Concern was expressed at the Sub-committee meeting about putting the school board needs ahead of the Police Department and the Library needs.

Motion by Councillor Vassilakos

**Sub-committee Recommendation: That the Cooper Property Development Options report for the development of the Cooper Site prepared by Ventin Architects be referred to the University of Waterloo to comment on the option involving them occupying a portion of the current building as an adaptive re-use and to the Parking Study for evaluation of all five options.**

**Carried**

#### **4.2 Market Square RFP – Selection Committee (PLA15-008)**

**Staff Recommendation:** That two members of Council be appointed to the Market Square design selection committee.

At the Sub-committee meeting, nominations for Councillors Ingram, Vassilakos, Ritsma and Brown were made.

The City's Consultant Selection Policy recommends the nomination of 2 members of Council.

Chair Ritsma withdrew his name from the nominations.

After it was determined that the Market Square design selection committee would likely meet during business hours, Councillor Ingram withdrew her nomination.

\*The Policy and Research Associate now absent from the Sub-committee meeting. [5:05 pm.]

Motion by Councillor Henderson

**Sub-committee Recommendation: That Councillor Vassilakos and Councillor Brown be appointed to the Market Square design selection committee.**

**Carried**

## **5. Report of the Manager of Development Services**

### **5.1 Brownfield Community Improvement Plan Program Application BF04-15– 686 Mornington Street, Applicant: Marguerite Brant (PLA15-009)**

**Staff Recommendation:** That Council approve the Brownfield Community Improvement Plan Grant application submitted by Marguerite Brant for the Phase 2 Environmental Site Assessment for 686 Mornington Street, to a maximum amount of \$7,050.

The Director of Infrastructure & Development Services advised that this grant application of a former car dealership is for property located at 686 Mornington Street, Stratford.

Sub-committee discussed that the Brownfield Community Improvement Plan Grant was in place to help owners of property to clean up contaminated property in order to sell. Contamination occurred by previous owners.

In response to a question, the Director stated that based on a Phase 1 environmental report, the property may be contaminated. A Phase 2 report will determine and confirm levels of contamination.

Motion by Councillor Ingram

**Sub-committee Recommendation: That Council approve the Brownfield Community Improvement Plan Grant application submitted by Marguerite Brant for the Phase 2 Environmental Site Assessment for 686 Mornington Street, to a maximum amount of \$7,050.**

**Carried****6. Project Update****6.1 Project Update**

Paper copies of the Project Update - December 2015 were provided at the Sub-committee meeting. The Director of Infrastructure & Development Services gave a verbal overview of the December 2015 Project Updates for:

- draft plan of subdivision and zone change application
- draft plan of condominium
- zone change applications
- site plan applications under review
- Committee of Adjustment applications
- new dwelling unit permits
- significant / noteworthy permits under review

**7. Advisory Committee/Outside Board Minutes**

No minutes to be received at this time.

**8. Next Sub-committee Meeting**

The next Planning and Heritage Sub-committee meeting is Thursday, January 28, 2016 at 4:30 p.m. in the Council Chamber, City Hall.

**9. Adjournment**

Meeting Start Time: 4:45 p.m.

Meeting End Time: 5:09 p.m.

Motion by Councillor Henderson

**That the Planning and Heritage Sub-committee meeting adjourn.**

**Carried**






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## MANAGEMENT REPORT

**Date:** November 30, 2015  
**To:** Planning and Heritage Sub-Committee  
**From:** Ron Shaw, CAO  
**Report#:** PLA15-007  
**Attachments:** Cooper Property Development Options

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**Title:** Cooper Property Development Options – Ventin (VG) Architects Recommendations

**Objective:** To consider the Cooper Property development options presented by Ventin (VG) Architects.

**Background:** On 26 May 2015, Council requested cost estimates for the development or demolition and commemoration of the Cooper Building. Ventin (VG) Architects worked with staff and presented Council with five options and cost estimates for the development of the Cooper property on 23 November 2015 (details attached).

This report was referred to the Planning & Heritage Sub-committee.

**Analysis:** As demonstrated by the VG report, allocating approximately a further 6.5 acres of the Cooper Property to the University as well as protecting land for public parking creates some significant limitations for development or adaptive re-use on site.

As outlined in the attached, there are several important variables for Council to consider before deciding on the future of the Cooper property:

a) Public Input

Staff recommends a public open house be held to receive public comment on each of the five options before a decision is made.

b) Parking Study

The municipal parking study just getting underway should consider these options before a decision is made.

c) Transit Study

Transit study recommendations on the location of a transit terminal should also be considered before we determine the future of the Cooper property. That report will be presented to Council on December 21<sup>st</sup>.

d) University of Waterloo

Input from the University of Waterloo will be a crucial consideration before determining the future development of the Cooper property. The City will consult the University to see if they would consider locating any future expansion in the adaptively re-used proposal for the Cooper building, or if they would prefer to locate on open land. Either option will have implications for the parking available on site.

e) Planning

Input from our planning department will need to be considered for each option. We can say that the options with the proposed division of lands east and west such that they would both front on St. Patrick Street is an attractive urban design concept.

f) RFP

I believe that Council should consider this presentation as well as the conclusions of the parking study before issuing an RFP for the development of the Cooper property lands that are not being allocated to the university. Staff cannot decide if it is issued or not; rather, we are simply asking Council if they wish it be delayed until after these studies are complete.

g) Competing Interest

There are several proposed uses for the site that will all produce parking requirements in addition to the parking that is already available on site.

**Financial Impact:** The report from the Ventin Group presents the financial impact for each of the suggested proposals.

**Staff Recommendation: That the Cooper Property Development Options report for the development of the Cooper Site prepared by Ventin Architects be referred to the University of Waterloo to comment on the option involving them occupying a portion of the current building as an adaptive re-use and to the Parking Study for evaluation of all five options.**



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Stephanie Potter, Policy and Research Associate



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Ron Shaw, Chief Administrative Officer

# Cooper Site Redevelopment Options





FOUR DECADES OF  
 ARCHITECTURE  
 DESIGN & AWARDS  
**PASSION**  
 INNOVATION & CREATIVITY  
**EXPERTISE**  
 COMMITMENT  
 SOLUTIONS & TRANSPARENCY  
**RELATIONSHIP**  
 QUALITY & DEDICATION  
**CONSTRUCTION**

**+VG** ARCHITECTS  
 THE VENTIN GROUP LTD  
 www.plusvg.com

**40**  
 years  
 after

2012 Don Jail Restoration

**40**  
 years  
 ago

1972 Norfolk Courthouse

In celebrating our 40th year of service The Ventin Group (+VG) has evolved to become a team of 14 shareholders and 39 Associates, working from 5 offices. The owners and staff strongly believe in a team approach. We build relationships with our clients that are based on honesty, integrity, clarity, transparency and a deep personal commitment to professional excellence.

The complementary skills demonstrated by our team represent a broad range of expertise, from the artistic to the technical aspects of a successful building. Our style is low-key and collaborative. We have earned the trust of our clients

Our next decade begins under new leadership.

- Peter Berton
- Kevin Church
- Chris Hall
- Paul Sapounzi
- Dennis Vass
- Terrance White
- Ed Bourdeau
- Nicole Crabtree
- David Ecclestone
- Travis Forrest
- Pietro Frenguelli
- Anita Maletic
- Paul Vehof
- Thomas Wilson

[www.plusvg.com](http://www.plusvg.com)



# Infrastructure Renewal





# Academic Buildings





# Performance





# Reclaiming Space





# ARIEL VIEW



# EXISTING BUILDING





# EXISTING BUILDING

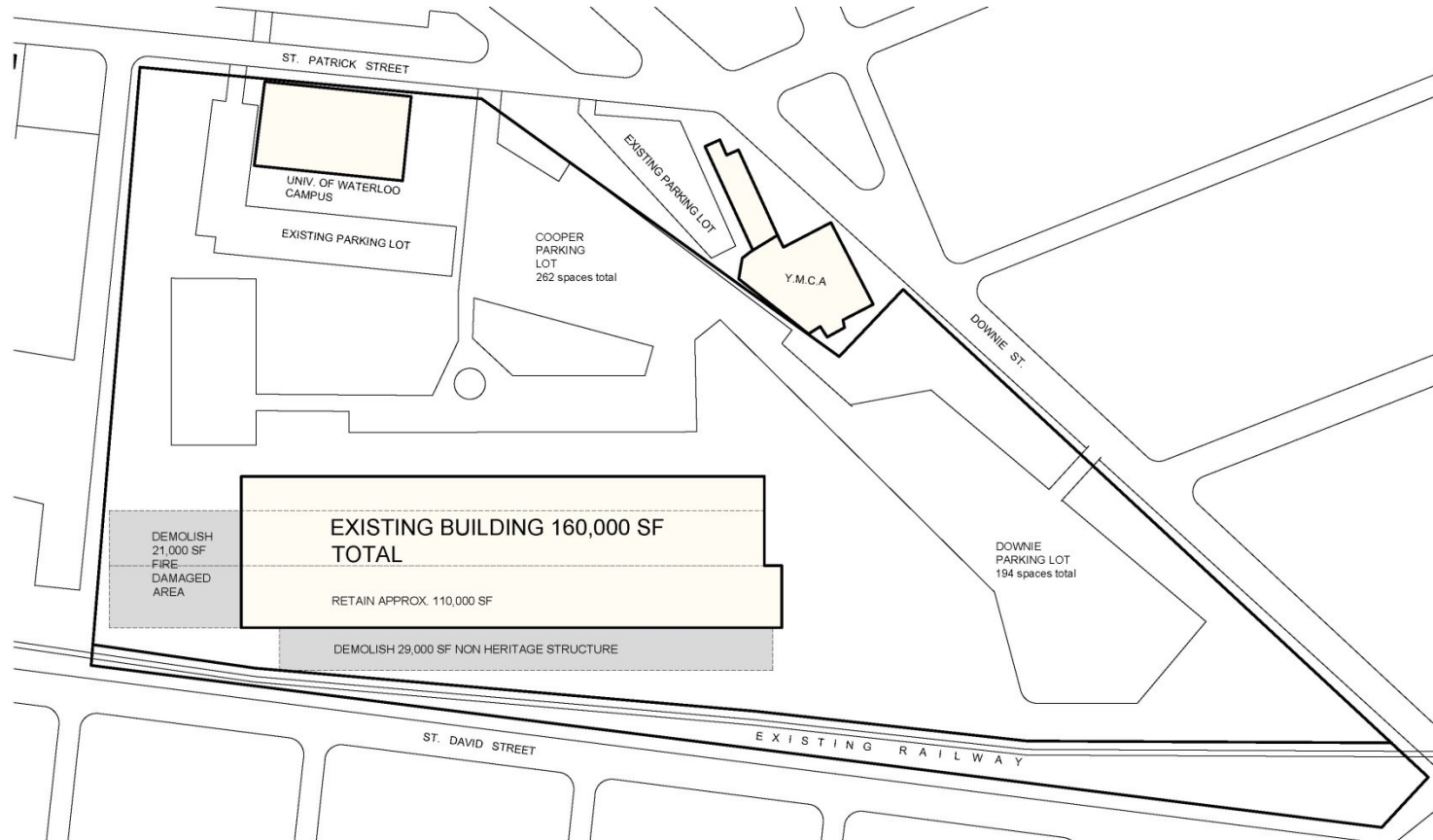




# EXISTING BUILDING

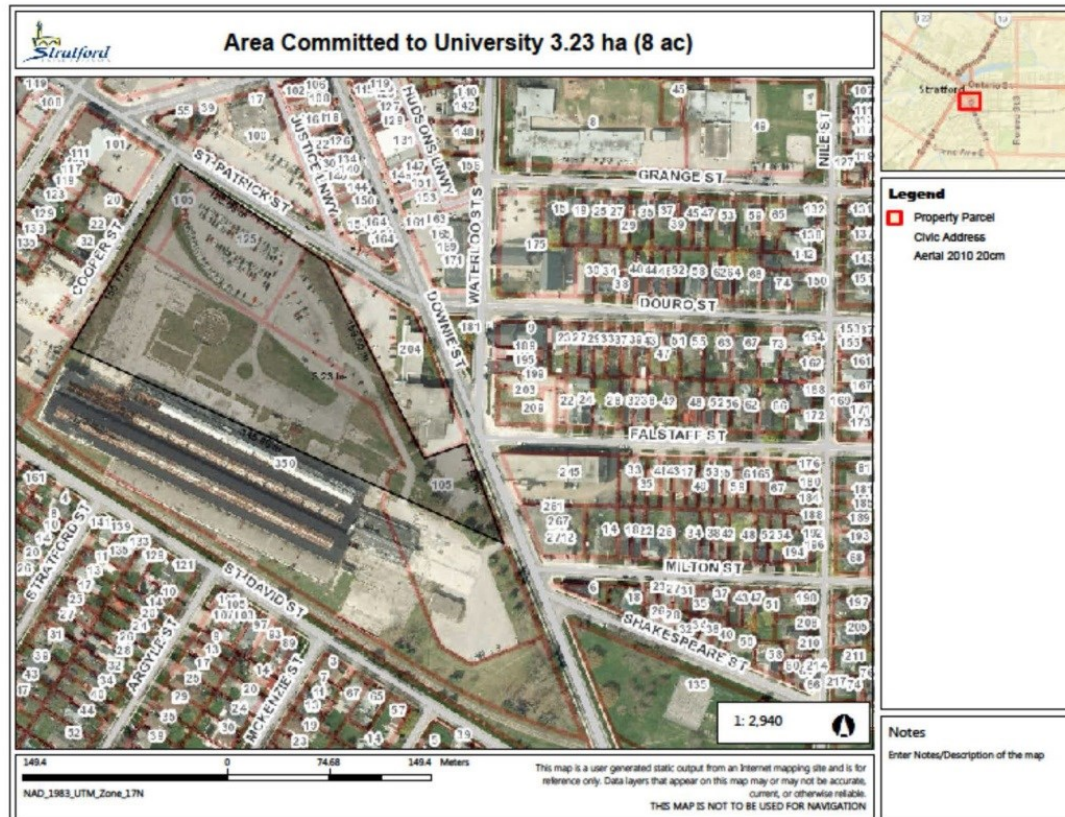


# EXISTING SITE PLAN



# U. OF W. CAMPUS - 8 ACRES TOTAL

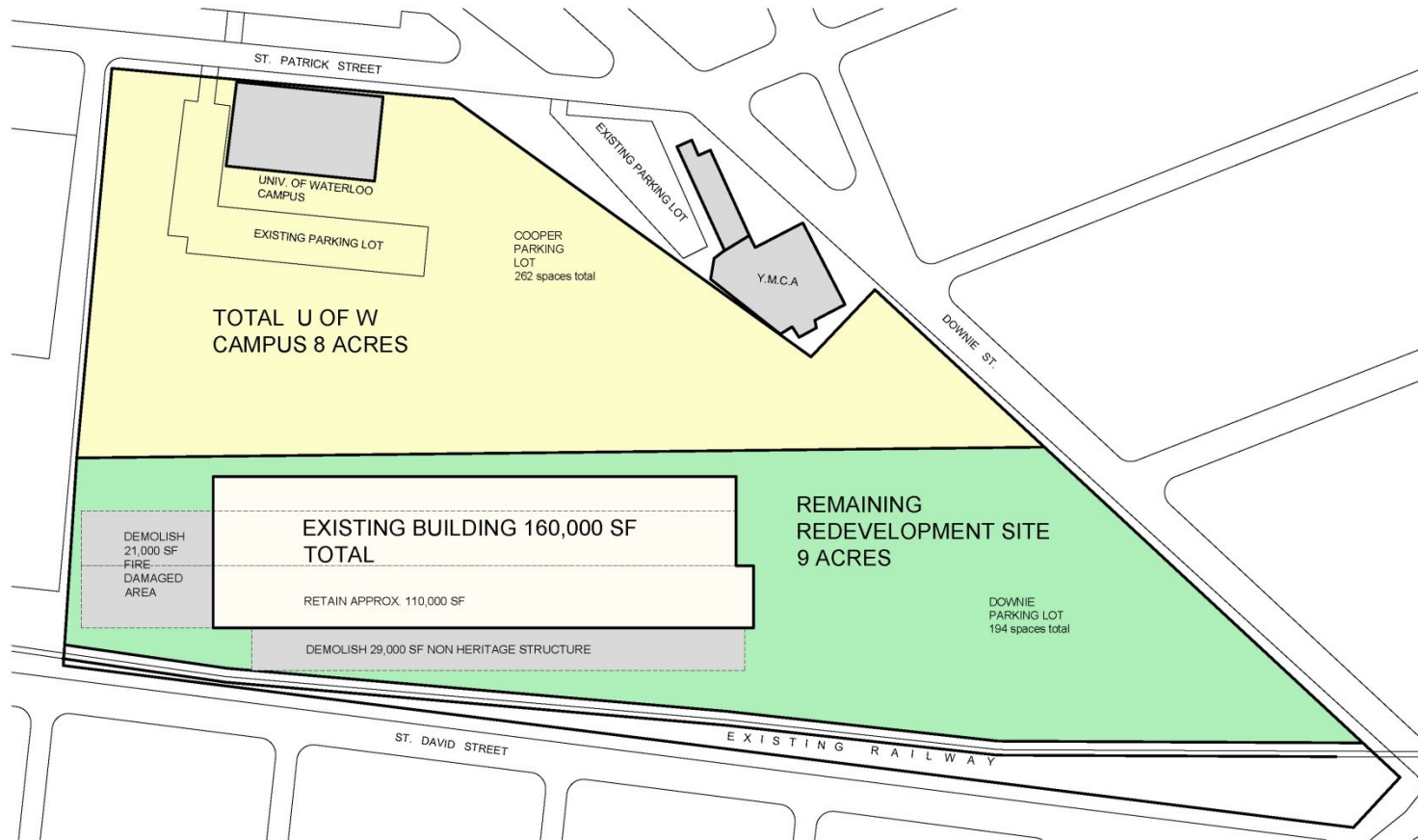
Figure 2 – Representation of 3.23. ha (8 acres)





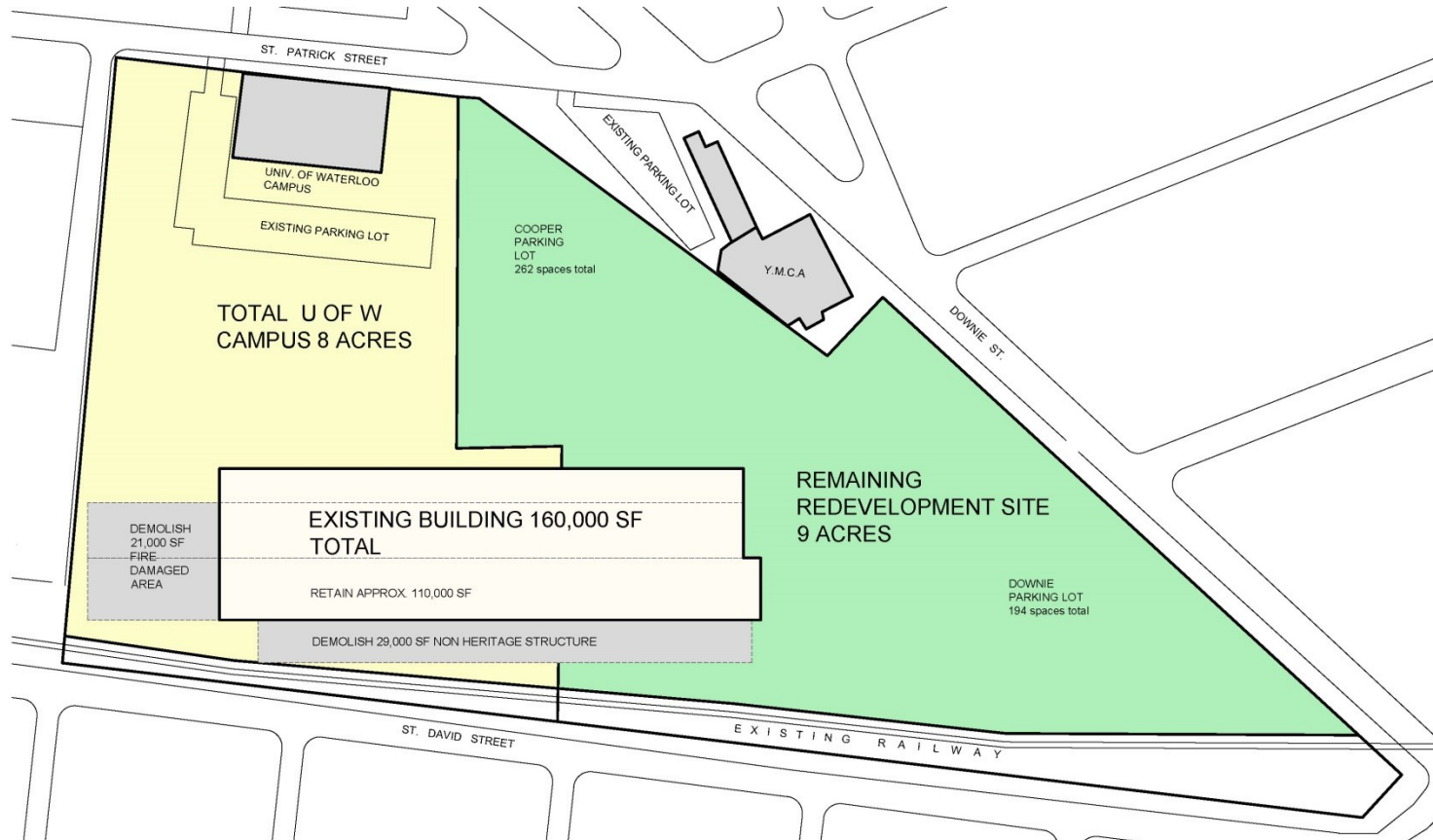
# U. of W. SITE CONFIGURATION - A

RCHITECTS  
E VENTIN GROUP LTD





# U. of W. SITE CONFIGURATION - B



# PARKING ANALYSIS

- EXISTING PARKING : DOWNIE LOT 194 + COOPER LOT 262 = 456
- PEAK DEMAND = 359
- MARKET SQUARE = 50
- TOTAL = 405 SPACES
- EXISTING OVERAGE = 47 SPACES
  
- PROPOSED NEW DEVELOPMENT: 75,000 SQFT 6968 SQM
- PARKING REQUIRED FOR NEW DEVELOPMENT:  $6968 / 50 = 140$  SPACES
  
- TOTAL PARKING REQUIRED ON SITE =  $405 + 140 = 545$  SPACES

# PRECEDENTS





# PRECEDENTS



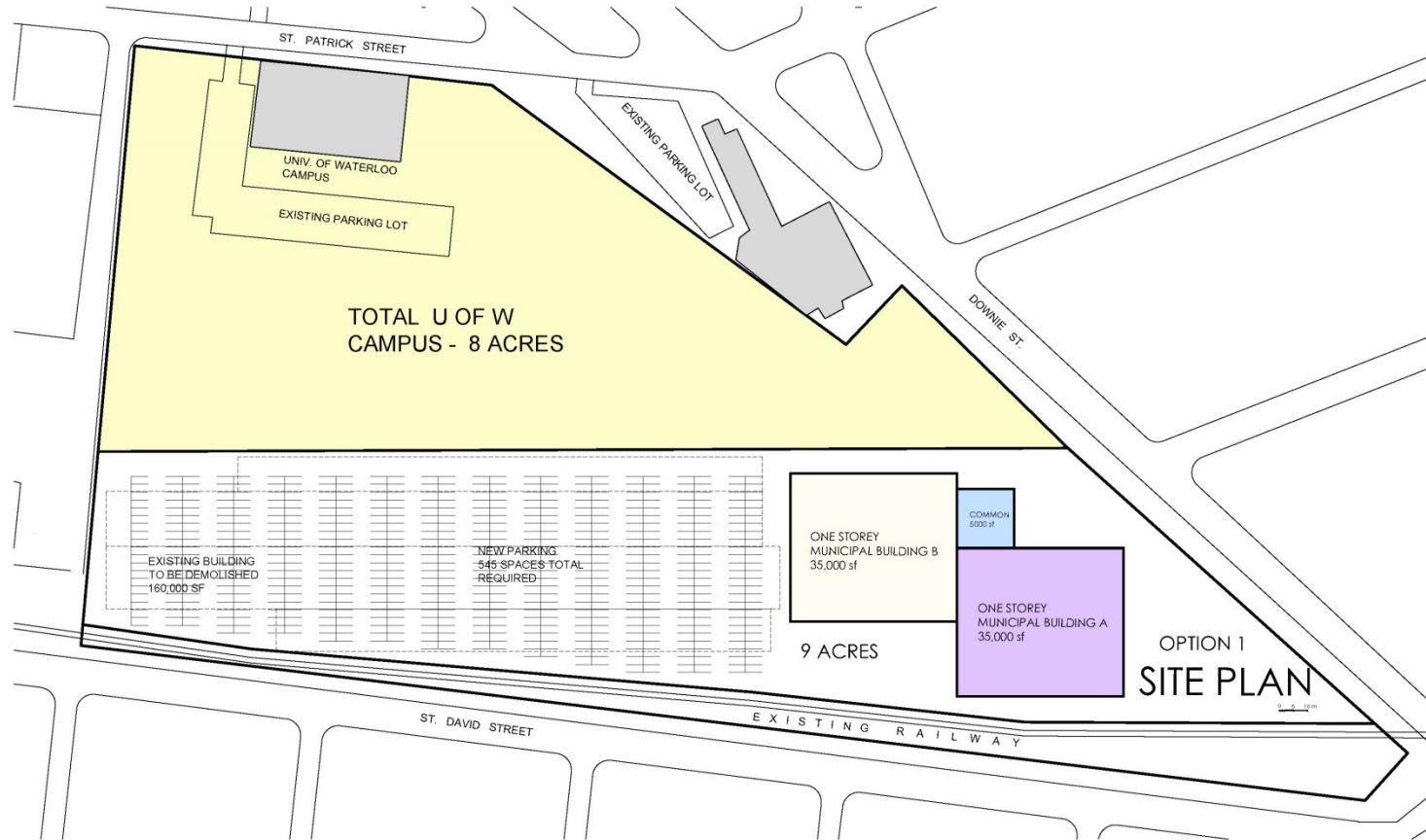
# PRECEDENTS





# OPTION 1

ONE STOREY NEW BUILDING + DEMOLISH EXISTING BUILDING



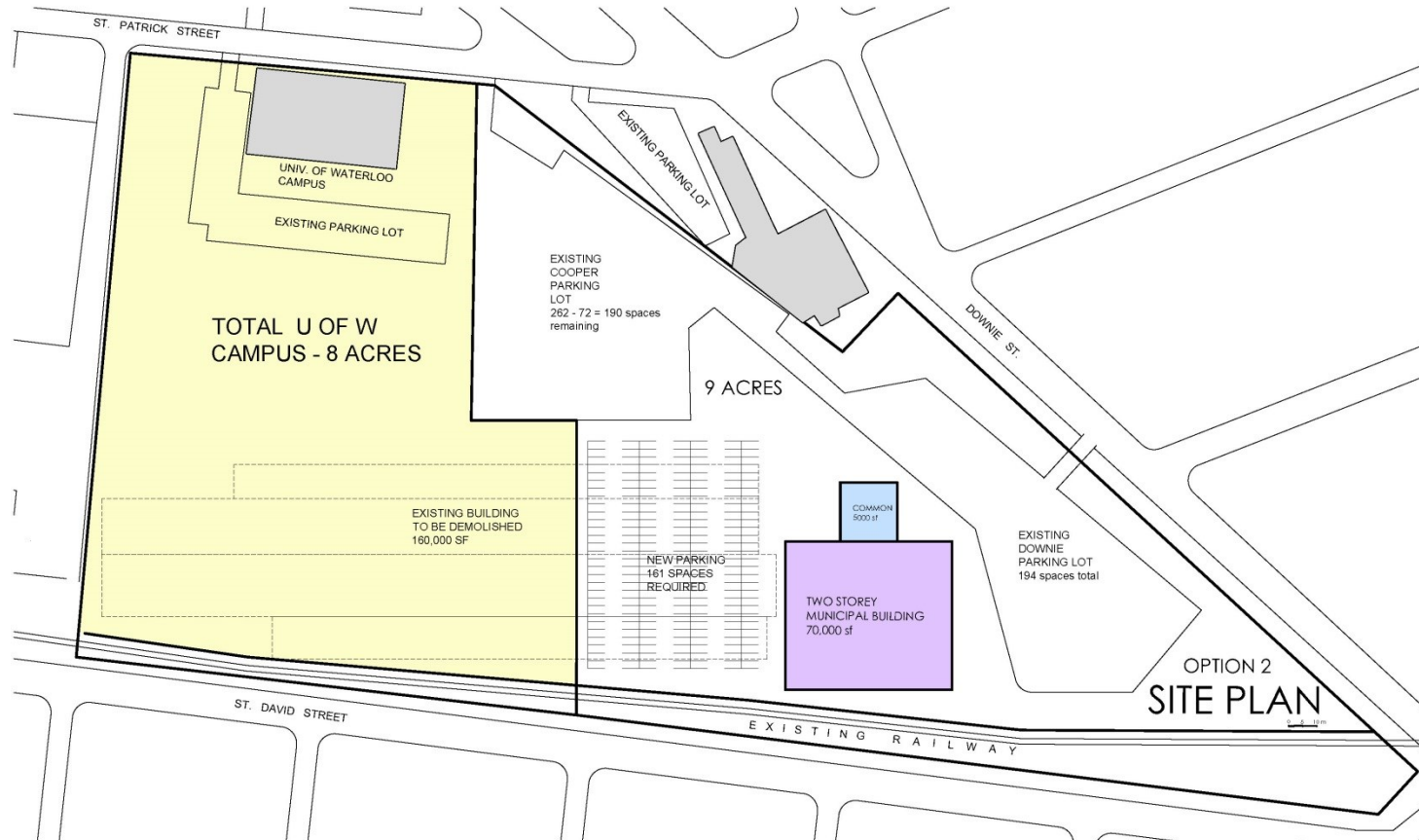
# OPTION 1

- **ONE STOREY NEW BUILDING + DEMOLISH EXISTING BUILDING**

	OFFICE	SPECIAL PURPOSE
• AREA A 35,000 SF X \$240 PSF TO \$300 PSF	\$8,400,000	\$10,500,000
• AREA B 35,000 SF X \$240 PSF TO \$300 PSF	\$8,400,000	\$10,500,000
• SHARED SPACE 5,000 SF X \$150 PSF	\$750,000	\$750,000
• DEMO. & ABATEMENT EXISTING 160,000 SF X \$8.13 PSF	\$1,300,000	\$1,300,000
• SITE DEVELOPMENT	\$1,500,000	\$1,500,000
• <b><u>TOTAL</u></b>	<b><u>\$20,350,000</u></b>	<b><u>\$24,550,000</u></b>

# OPTION 2

TWO STOREY NEW BUILDING + DEMOLISH EXISTING BUILDING





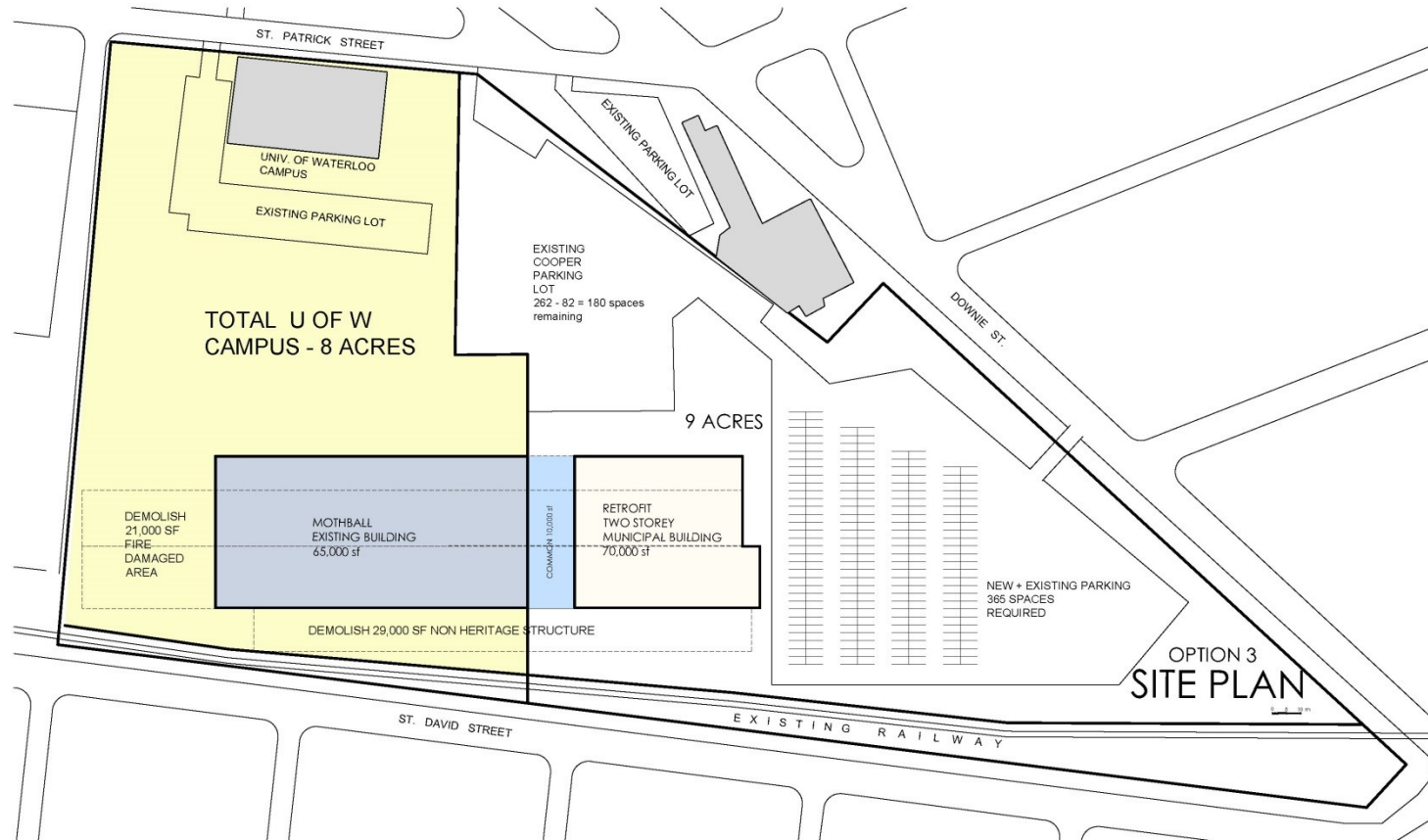
# OPTION 2

- **TWO NEW STOREY BUILDING + DEMOLISH EXISTING BUILDING**

	OFFICE	SPECIAL PURPOSE
• NEW BUILDING 75,000 SF X \$270 PSF TO \$300 PSF	\$20,250,000	\$22,500,000
• DEMO. & ABATEMENT EXISTING 160,000 SF X \$8.13 PSF	\$1,300,000	\$1,300,000
• SITE DEVELOPMENT	\$1,300,000	\$1,300,000
• <b><u>TOTAL</u></b>	<b><u>\$22,850,000</u></b>	<b><u>\$25,100,000</u></b>

# OPTION 3A

TWO STOREY RETROFIT + MOTHBALL REMAINING EXISTING BUILDING



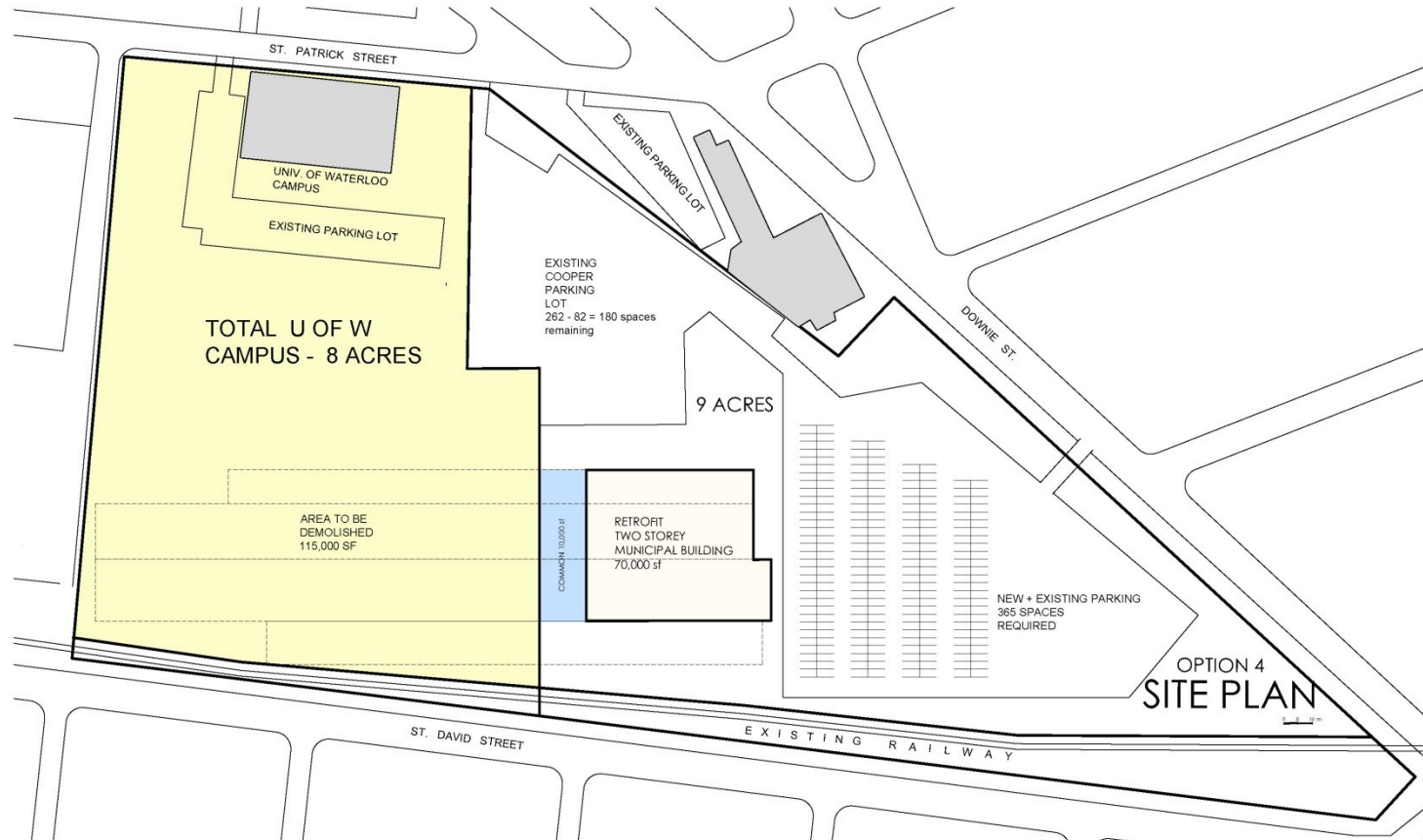
# OPTION 3A

- **TWO STOREY RETROFIT + MOTHBALL REMAINING EXISTING BUILDING**

	OFFICE	SPECIAL PURPOSE
• 1ST FLOOR RETROFIT 35,000 SF X \$185 PSF TO \$240 PSF	\$6,475,000	\$8,400,000
• 2ND FLOOR RETROFIT 35,000 SF X \$180 PSF TO \$230 PSF	\$6,300,000	\$8,050,000
• SHARED LOBBY 10,000 SF X \$180 PSF	\$1,800,000	\$1,800,000
• DEMOLITION & ABATEMENT 51,000 SF X \$8.13 PSF	\$487,800	\$487,800
• MOTHBALL 65,000 SF X \$69 PSF	\$4,485,000	\$4,485,000
• SITE DEVELOPMENT	\$1,300,000	\$1,300,000
• <b>TOTAL</b>	<b>\$20,847,800</b>	<b>\$24,523,800</b>

# OPTION 3B

TWO STOREY RETROFIT + DEMOLISH REMAINING EXISTING BUILDING



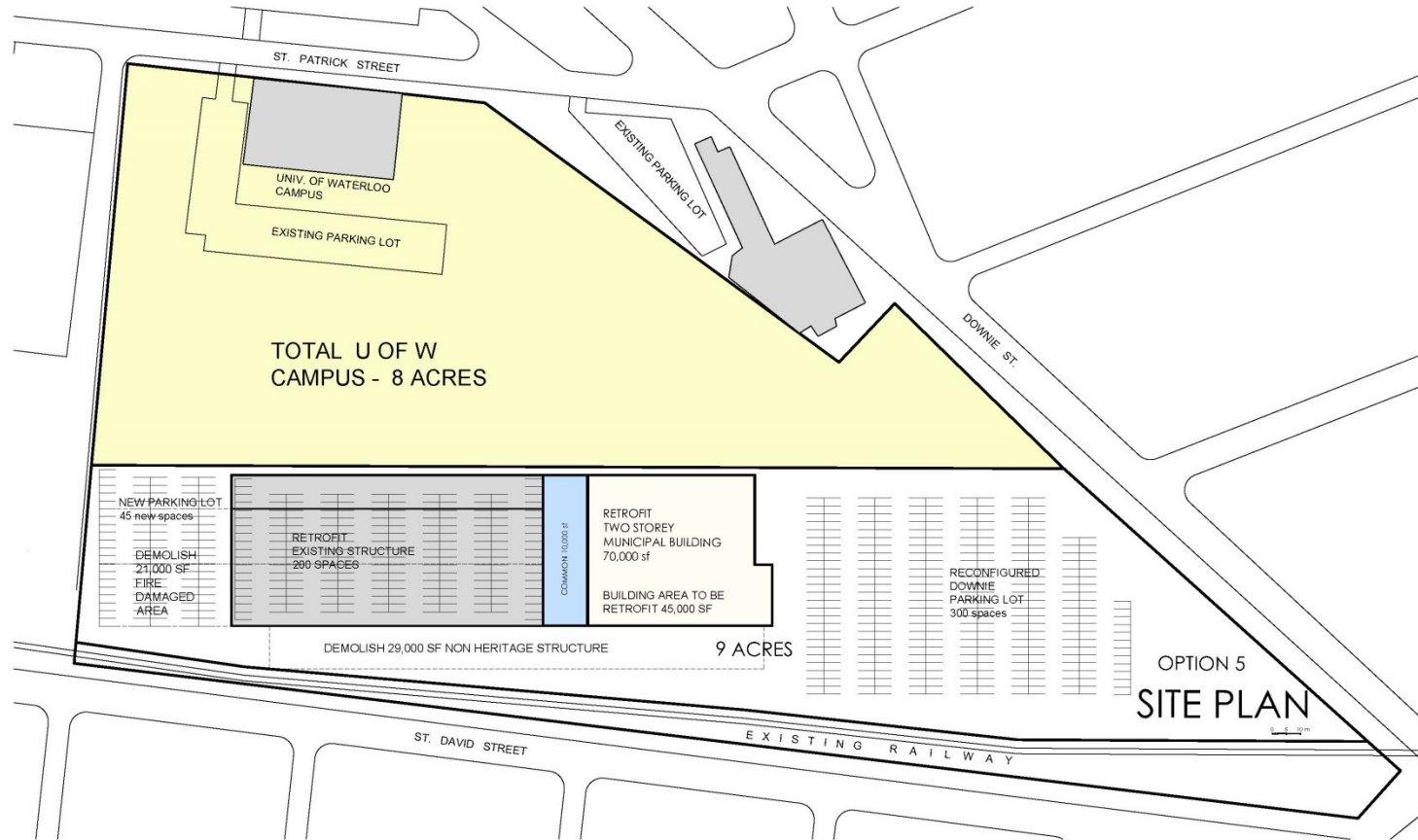
# OPTION 3B

- **TWO STOREY RETROFIT + DEMOLISH REMAINING EXISTING BUILDING**

	OFFICE	SPECIAL PURPOSE
• 1ST FLOOR RETROFIT 35,000 SF X \$185 PSF TO \$240 PSF	\$6,475,000	\$8,400,000
• 2ND FLOOR RETROFIT 35,000 SF X \$180 PSF TO \$230 PSF	\$6,300,000	\$8,050,000
• SHARED LOBBY 10,000 SF X \$180 PSF	\$1,800,000	\$1,800,000
• DEMOLITION & ABATEMENT 115,000 SF X \$8.13 PSF	\$934,950	\$934,950
• SITE DEVELOPMENT	\$1,300,000	\$1,300,000
• <b>TOTAL</b>	<b>\$16,939,950</b>	<b>\$20,484,950</b>

# OPTION 4

TWO STOREY RETROFIT + RETROFIT REMAINDER OF EXISTING INTO PARKING STRUCTURE



# OPTION 4

	OFFICE	SPECIAL PURPOSE
• <b>TWO STOREY RETROFIT + CONVERT REMAINDER OF EXISTING INTO PARKING STRUCTURE</b>		
•		
• 1ST FLOOR RETROFIT 35,000 SF X \$185 PSF TO \$240 PSF	\$6,475,000	\$8,400,000
• 2ND FLOOR RETROFIT 35,000 SF X \$180 PSF TO \$230 PSF	\$6,300,000	\$8,050,000
• SHARED LOBBY 10,000 SF X \$180 PSF	\$1,800,000	\$1,800,000
• RETROFIT PARKING INTO EXISTING 200 SPACES X \$15,000	\$3,000,000	\$3,000,000
• MOTHBALL 65,000 SF X \$69 PSF	\$4,485,000	\$4,485,000
• DEMOLITION & ABATEMENT 51,000 SF X \$8.13 PSF	\$487,800	\$487,800
• SITE DEVELOPMENT	\$1,400,000	\$1,400,000
• <b>TOTAL</b>	<b>\$23,947,800</b>	<b>\$27,622,800</b>




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## MANAGEMENT REPORT

**Date:** December 7, 2015  
**To:** Planning and Heritage Sub-Committee  
**From:** Ron Shaw, CAO  
**Report#:** PLA15-008  
**Attachments:** Market Square Vision – Revised July 21, 2015  
 Policy C.2.1 Hiring of Consultants

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**Title:** Market Square RFP – Selection Committee

**Objective:** To appoint two members of council to the Market Square RFP design selection committee.

**Background:** City Staff issued a Request for Prequalification (RFPQ) for the Redevelopment of Market Square on 6 October. The opportunity closed on 28 October. We are pleased to report that we received twenty proposals for the design work. Staff<sup>1</sup> have evaluated the responses and shortlisted three firms to submit proposals for the design work. These three shortlisted firms will be invited to participate in the formal Request for Proposal (RFP) process. These firms will be invited to a meeting with staff to receive background information and to submit a design proposal on or about 27 January 2016.

**Analysis:** As per City of Stratford Policy *C.2.1. Hiring of Consultants*, if the cost of the consultant is expected to exceed \$100,000, the Mayor and two members of Council, as well as two members of staff, are required to sit on the Selection Committee. The Mayor may ask that Council select a member to sit in his stead. However, the mayor has advised that he wishes to sit on this committee.

Please note that designs will be considered at a public open house. The design selection committee will recommend approval of a firm to proceed with final design, based, in part, on the conceptual design submitted, but the selection of the firm to complete the design will ultimately be chosen by all of council.

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<sup>1</sup> The Staff evaluation team was comprised of the CAO, the Director of Community Services, the Director of Infrastructure and Development Services, the Manager of Development Services, and the Policy and Research Associate.



Therefore, we ask that Council appoint two Councillors to participate on the Market Square design selection committee.

**Financial Impact:** Providing we received Council approval on 14 December, we will remunerate each of the short listed firms \$5,000 for their design work for a preliminary design.

**Staff Recommendation: That two members of Council be appointed to the Market Square design selection committee.**



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Stephanie Potter, Policy and Research Associate



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Ron Shaw, Chief Administrative Officer

atfocus

*commitment · quality*  
*flexibility · discipline*  
*rigour · integrity*

**City of Stratford**  
**Market Square Vision - Revised**  
**Presentation to Council**

**July 21, 2015**

## Introduction

### Today's Objectives

- To provide update since May 19 Council Meeting
- To present and discuss the Market Square revised Guiding Principles and the revised Market Square Vision Scenario

## Public Input On May 19 Presentation

- Previous presentation posted on City web site for public feedback from May 29 to June 12
- 2 submissions received – both presented/submitted to Council
  - Market Square Committee
    - Focused their feedback on detailing and adding to the Guiding Principles-bleeding into the Vision with specifics e.g. where parking should be “*Retain on-street perimeter parking for Wellington, Downie and Market Square retailers*”
    - Add 2 new Guiding Principles
      - *Address micro-climate of the Square ...*
      - *Market Square is "OUR" space ...*
  - One respondent focused feedback on design details
- No major change to Guiding Principles or Vision Scenario from this input

## As A Reminder...Draft Guiding Principles

Suggest adding 2 new Guiding Principles submitted by Market Square Committee

- **Protect heritage of site**
- **Demonstrate how all mandatory safety requirements are met (e.g. fire, police and highlights added security features)**
- **Ensure minimum accessibility requirements are met (demonstrate if enhanced accessibility is included)**
- **Ensure all target audiences addressed (young, elderly, tourists, residents)**
- **Incorporate/preserve what works well now**
- **Incorporate options for business deliveries in “off times”**
- **Incorporate a phased-in approach, where each phase can be a stand alone (e.g. does not require next phase to be completed to be effective)**
- **Demonstrate the level of flexibility to allow for future ideas and growth to be incorporated**
- **If selected, demonstrate how input from the public, Council and City Staff will be incorporated into the final design**
- **Demonstrate how the Plan encourages and creates an environment that “draws” visitors, residents and employees to Market Square**
- **Highlight factors that encourage multiple/repeat visits by residents and visitors**
- **Demonstrate economic impact**
- **Include estimated ongoing operational cost and suggested required management structure options**
- **Indicate the degree of modifications required to “convert space” if not permanent space**

Element	Option A: Full	Option B: Moderate	Option C: Modest
Where	Front and back	Back only. Optional front	Back only
Buses	No buses behind City Hall	No buses behind City Hall	Allowed in peak periods
Parking	Move away from back of City Hall	Move close to downtown. Not behind City Hall	A percentages stays, some moved
Permanent Features	Yes	Mix of permanent and temporary	No
Temporary/Scalable Features	Yes, but lean towards permanent	Yes full scalable temporarily	In minor way, pop-up/temporary food/goods/art stalls and stages
Pedestrian Friendly	Close adjacent streets	One way streets, widen streets. In summer and peak times close streets	No change to streets
Focus on “Culture of Stratford”	Reflect culture	Yes, temporarily (e.g. temporary stages, galleries, “schools”, music performances)	Minimally
Celebrate “Gathering Space”	Yes	Yes	No
Celebrate “Stratford Nights”	Yes	Yes	No
Likely Level of Support based on Consultation	Med	High – maybe phased in with overall Vision established	Low
<u>Likely Estimated</u> Financial Impact	Highest (estimate only)	Mid (estimate only)	Lowest (estimate only)
Likely Ongoing Operational Costs	Yes	May be significant depending on “move of temporary” structures	Not significant

As A Reminder...  
Previously  
Presented Vision  
Scenarios

## Revised Vision Scenario (Hybrid between A & B)

- Move parking away once fully developed. Transition slowly - in interim retain some parking
- Move buses away, however, retain bus stops close to City Hall e.g. Allow buses to stop on side streets
- Close streets to cars occasionally for “events” - Make pedestrian only zone temporarily (e.g. only in summer) including re-work transportation system (e.g. bus directly to festivals). Make streets permanently one way and widen pedestrian access
- Ensure availability of public facilities (e.g. washrooms)
- Showcase the “culture of Stratford” (e.g. theatre, statues, university, innovation, lightshow, art/theatre)
- Incorporate unique use of lighting to welcome and in particular, celebrate evenings
- Focus on vibrancy, “people gathering” and “participating”
  - Allow for a mix of permanent and non-permanent outdoor eating and shops
  - Allow for the “arts” in a non-permanent way (e.g. temporary stages, galleries, “schools”, music performances)
  - Incorporate creative permanent and temporary use for various seasons (e.g. Ice Rink and Winter Sculpture Festival, water/splash pool)
  - Incorporate a water structure to be used “year round“
  - No other permanent structures
- Mirror European and Canadian experiences
- Propose optional future refurbishing of the front of City Hall

## Next Steps

- We ask that Council accept this report and approve the recommended vision and guiding principles for Market Square as presented by AtFocus.
- If so, the we recommend the following steps:
  - Pass a motion to commit to undertake the development of Market Square which will release the first stage of funding from Wal-Mart to plan the square (\$100,000).
  - Consider alternate bus locations in the Transit study currently underway.
  - Develop and issue a Request for Proposals to implement the vision and guiding principles to qualified consultants through a pre-qualification process.
  - Utilize current excess parking at the Cooper Site during the transition period and undertake a parking study as the current one is almost 15 years old (estimated at \$40,000).



# The Corporation of the City of Stratford

## Policy Manual

### C.2 Consultants

Dept: Chief Administrator's

Committee: Finance and Labour Relations

#### C.2.1 Hiring of Consultants

Adopted: April 12, 1999 by R99-125  
 Amended: March 12, 2001; November 13, 2007  
 Reaffirmed:  
 Related Documents:  
 Council Policy  Administrative Policy

#### **PURPOSE AND SCOPE:**

This policy is for the guidance and direction of elected officials and employees of the City of Stratford when the City is in a position to hire a consultant. From time to time, consultants are required to provide specialized expertise on various matters involving engineers, architects and management professionals. Consultants would not involve the City's ongoing legal counsel, audit services and ongoing planning advice (special projects excluded).

#### **OVERVIEW:**

Approval to proceed to engage consultants must be received either in budget approval or by resolution of Council.

#### **POLICY:**

For projects where the consultant's fees are expected to be in excess of \$60,000 for an individual project, the following procedure will apply:

1. A Selection Committee shall be recommended by the department head and approved by the Chief Administrative Officer.
2. If the cost of the consultant is expected to exceed \$100,000, the Mayor and 2 members of Council, as well as 2 members of staff, will sit on the Selection Committee. The Mayor may ask that Council select a member to sit in his or her stead.
3. If the project is a continuation of previous work for which there is an obvious economic benefit to continue with the same consultant, the Director may seek Council's permission to request for a single proposal for the project, which proposal must then receive Council approval.

4. The appropriate department shall either advertise for or shall invite requests for proposal from consultants. If inviting requests for proposals, at least 6 consultants including all local consultants known to do this type of work shall be contacted.
5. Requests for proposals will be submitted in two separate sealed envelopes; namely the Proposal as Part A, and the Fee, including disbursements, to do the work as Part B.
6. The Selection Committee will develop a "Consultant Evaluation Matrix" for the project
7. The Proposal and Fee envelopes will be opened by the Purchasing officer with the Fee envelope information being held in confidence by the Purchasing Officer until the Selection Committee has completed the technical evaluation of the Consultants.
8. The Selection Committee may conduct an optional interview of Consultants.
9. The Selection Committee will evaluate and mark the Technical merit of each of the Consultant proposals using the "Consultant Evaluation Matrix".
10. The Selection Committee will rank the Consultants based on total technical evaluation mark from "Consultant Evaluation Matrix".
11. After the Selection Committee agrees on the Technical ranking of the Consultant, the Fee envelope Part B information is obtained from the Purchasing Officer and the appropriate mark is added to the Consultant Evaluation Matrix to determine the Consultant with the highest total combined mark.
12. The Selection Committee will recommend selection of a consultant to Council through the Chief Administrative Officer.
13. It is understood that Council may under special circumstances (such as large Consultant fee variance) award the project to a different Consultant than that recommended by the Selection Committee.



## MANAGEMENT REPORT

**Date:** December 14, 2015  
**To:** Planning and Heritage Sub-Committee  
**From:** Jeff Leunissen, Manager of Development Services  
**Report#:** PLA15-009  
**Attachments:** None

**Title:** Brownfield Community Improvement Plan Program Application BF04-15– 686 Mornington Street, Applicant: Marguerite Brant

**Objective:** To approve a Brownfield Community Improvement Plan grant for a Phase 2 Environmental Site Assessment for 686 Mornington Street in accordance with the Brownfields Community Improvement Plan.

**Background:** The City of Stratford Brownfield Community Improvement Plan consists of four different programs, the Phase 2 Environmental Site Assessment Grant Program, the Tipping Fee Grant Program, the Brownfield Fee Grant Program and the Brownfield Redevelopment Grant Program. Marguerite Brant has applied for the Phase 2 Environmental Site Assessment Grant Program for 686 Mornington Street, which is located on the northwest corner of Mornington Street and Perth Line 36.

The Phase 2 Environmental Site Assessment Grant program is eligible to all brownfield properties in the City of Stratford and "brownfield" is defined as abandoned, idle or underused industrial or commercial properties in built-up areas where expansion or redevelopment is complicated by real or perceived environmental consideration, building deterioration/obsolescence and/or inadequate infrastructure. Owners or bona fide purchasers of brownfield sites are eligible for grants of up to \$10,000 or 50% of the cost of the environmental study (excluding HST) whichever is the lesser. The program is to remediate historically contaminated property, that is, contamination which is the result of a previous owner's non-residential use. The program is not available for projects where the current owner has been found to be responsible for the subject contamination. Applicants must submit an application and two quotes from qualified professional consultants prior to the start of the environmental study in order to be considered by the City. Following approval by the City, the applicant must submit a copy of the final study to the City with the original invoice indicating the consultants have been paid in full in order for the City to issue a cheque.

**Analysis:** The applicant has submitted a completed application form, a Phase 1 Environmental Site Assessment and two quotes from qualified professionals for completion of the Phase 2 Environmental Site Assessment, one for \$14,100 and the other for \$25,900, and has indicated the Phase 2 is required for a prospective sale. Staff has confirmed all taxes are paid up to date.

686 Mornington Street is an irregular shaped parcel located on the northwest corner of Mornington Street and Perth Line 36, it has an area of approximately 0.23 ha, and is occupied by a 460 m<sup>2</sup> building comprised of three separate commercial units: an automotive sales establishment, an automobile repair garage, and a service trade. The existing owner advises she is looking to sell the property and the potential new owner is unable to obtain a mortgage without a Phase 1 and Phase 2 being completed.

The site and application meets the Program criteria.

**Financial Impact:** The Program Administration does not require the applicant to select the professional consultant with the lowest bid; however, the City will only cover 50% of the cost of a Phase 2 Environmental Site Assessment to a maximum of \$10,000 of the lowest quote. The lowest quote is \$14,100 which means the maximum grant amount would be \$7,050.

**Staff Recommendation: That Council approve the Brownfield Community Improvement Plan Grant application submitted by Marguerite Brant for the Phase 2 Environmental Site Assessment for 686 Mornington Street, to a maximum amount of \$7,050.**




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Jeff Leunissen, Manager of Development Services




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Ed Dujlovic, Director of Infrastructure and Development Services

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Ron Shaw, Chief Administrative Officer

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## **Project Update –December 2015**

### **Draft Plan of Subdivision /Zone Change Application**

Applicant: Valleyview Heights (St.Jacobs) Limited

Location: 576 O’Loane Ave, west side of O’Loane Avenue north of the railway right-of-way

Request: To permit a mix of residential uses, 2 park blocks and 1 stormwater management facility on 13.6 ha

### **Draft Plan of Condominium**

Applicant: 2367380 Ontario Inc.

Location: 104 to 108 Downie St

### **Zone Change Applications**

See above

### **Site Plan Applications Under Review**

Amendment to site plan for 125 Griffith Road

388 Downie St & 11 Kent Lane – Mixed-use building

### **Committee of Adjustment**

	<b>2015 (To Date)</b>	<b>2014</b>	<b>2013</b>
<b>Consents</b>	18	10	21
<b>Minor Variances</b>	31	25	33

### **New Dwelling Unit Permits Issued**

<b>Dwelling Type</b>	<b>December 2015</b>	<b>November 2015</b>	<b>2014</b>
<b>Single detached dwellings</b>	67	65	
<b>Duplex dwellings</b>	5 (10 units)	4 (8 units)	
<b>Triplex Dwellings</b>	1 (3 units)	1 (3 units)	
<b>Townhouse Dwelling</b>	29	29	
<b>Apartment Dwelling</b>	73	73	
<b>Other</b>	1	1	
<b>Total</b>	183	179	119

### **Significant/Noteworthy Permits Currently Under Review**

125 Griffith Rd – Alterations to an industrial building

444 Douro St – New Medical/Dental Office

**Ontario Municipal Board Hearings**

Hearing for 485 Romeo Street South (Zone Change Application Z07-14) scheduled to begin January 5, 2016.

Hearing for 265 St David Street (consent and minor variance applications) scheduled to begin on January 28, 2016

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