



**Terrace Lodge Redevelopment Steering Committee Meeting Agenda**

Elgin County Administration Building  
3<sup>rd</sup> Floor Administrative Services Boardroom  
January 28, 2020  
1 – 4:30 P.M.

**Agenda**

- 1<sup>st</sup> Meeting Called to Order
- 2<sup>nd</sup> Approval of the Agenda
- 3<sup>rd</sup>. Approval of the Minutes
- 4<sup>th</sup> Approval of the Fundraising Committee January 8<sup>th</sup> Minutes
- 5<sup>th</sup> Schedule
- 6<sup>th</sup> Existing Site Information
- 7<sup>th</sup> Construction Manager
- 8<sup>th</sup> Budget
- 9<sup>th</sup> Date of Next Meeting
- 10<sup>th</sup> Adjournment

# Terrace Lodge Redevelopment Steering Committee Meeting Agenda

**Date:** 28 January 2020

**Time:** 1 pm

**Location:** Elgin County HQ, 450 Sunset Drive St. Thomas – Admin Services Boardroom 3rd floor

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**1.0 Review of Minutes**

1.1 Steering Committee November 26<sup>th</sup> meeting minutes *attached*

**2.0 Schedule**

2.1 Project Schedule – updated 22 January 2020 *attached*

2.2 Site Plan Application – draft agreement received 20 January 2020 *attached*

2.3 Building Permit Application – targeting 6 February 2020

2.4 MLTC Preliminary Plan Re-Submission – no comments as of Jan 22<sup>nd</sup>

**3.0 Existing Site Information**

3.1 Electrical Substation – 7 January 2020 meeting with Hydro One

3.2 Catfish Creek Conservation Authority – Floodplain Mapping Updates issued by GMBP on 20 January, 2020, in response to CCCA request for clarification

**4.0 Construction Manager**

4.1 Class B Construction Budget – draft expected from D. Grant by 27 January 2020

**5.0 Budget**

5.1 Replacement Reserve – Core exterior upgrades to be discussed at Working Group meeting (date TBD)

**6.0 Next Meetings**

6.1 Steering Committee Meeting 25 February 2020 1pm Elgin County HQ?

6.2 Working Group Meeting TBD

END

## **TERRACE LODGE REDEVELOPMENT STEERING COMMITTEE**

### **Minutes of Meeting**

**November 26, 2019 at 2:30 pm**

The Terrace Lodge Redevelopment Steering Committee meeting was held on Tuesday, November 26, 2019 in the Elgin County Administrative Boardroom.

Committee Members Present:     Bob Purcell – Elgin County Councilor/Chairman  
  Dave Mennill – Elgin County Councilor  
  Mary French – Elgin County Councilor  
  Tom Marks – Elgin County Councilor

Staff Members Present:            Julie Gonyou – Chief Administrative Officer  
  Michele Harris – Director of Homes and Senior Services  
  Jim Bundschuh – Director of Financial Services  
  Cole Aicken – Building Science Technologist  
  Brian Lima – Director of Engineering Services

Consultants Present:               Allan Taylor – Project Manager  
  Gail Kaufman Carlin – Health & Senior Services Consultant  
  David Heintz – MMMC Architects  
  Victoria Pilles – MMMC Architects

Regrets:                               Duncan McPhail – Elgin County Warden  
  Jim Carter – Manager of Corporate Facilities

### **Call to Order**

Chairman Purcell called meeting to order at 2:30 pm.

### **Discussion**

1. Review of Minutes
  - 1.1. Steering Committee October 22<sup>nd</sup> Minutes – Reviewed and accepted.
2. Schedule
  - 2.1. Project Schedule – Moving past Design Development and into Working Drawings. Construction on track to begin mid-July 2020.
  - 2.2. MLTC Preliminary Plan Re-Submission (PPS) – Comments received from MLTC and resubmission completed. Level of detail requested by MLTC approaches requirements for Working Drawings submission.
  - 2.3. SPA Submission – Submitted October 25<sup>th</sup> and comments expected within 6 weeks (early December).
3. Existing Site Information
  - 3.1. Electrical Substation – Test results indicate that existing substation will only last about 5 years. Electrical Substation to be replaced at time of renovation, as the building would have to operate on a generator for 2+ months if the substation

were to fail later. Brian to determine salvage value, if applicable, for old substation.

4. Construction Manager

4.1. Class C Construction Budget Update – D. Grant estimate similar to MMMC estimate, including 10% escalation contingency. Four separate priced items (plus 4-pipe fan coil) to be reintroduced as budget allows.

4.2. Class B Construction Budget – D. Grant to begin Class B estimate, with 100% Design Development documents provided by consultants. Class B estimate will be in progress by 11 December 2019 Steering Committee meeting.

5. Budget

5.1. Replacement Reserve – Discussed during Working Group meeting. Budget priorities are as follows:

1. Keeping water out (leaking skylight)
2. Safety (concrete paving)
3. Improvements to front entrance

6. Authorities Having Jurisdiction (AHJ)

6.1. Meeting with Public Health – Public Health has been updated on the project and phasing, as per the MLTC's recommendation, and has no concerns at this time.

7. Architectural

7.1. Recent Changes – MMMC overview of changes, based on MLTC comments.

8. Structural, Mechanical, Electrical & Foodservice

8.1. 100% Design Development – Slightly delayed, but still confident in construction start date.

8.2. Building Design Coordination Meeting – 28 November 2019

9. Functional Program, Operational, Transitional Plans

9.1. Operational Plan – Updates in progress, based on MLTC comments. To be resubmitted by the end of the week (29 November 2019).

10. Next Meetings

- 10.1. Steering Committee Meeting 11 December 2019 2pm Elgin County HQ
- 10.2. Steering Committee Meeting 28 January 2019 (last Tuesday of month)
- 10.3. Steering Committee Meeting 25 February 2019 (last Tuesday of month)
- 10.4. Working Group Meeting 26 November 2019
- 10.5. Working Group Meeting January (TBD)

**Adjournment**

Moved by ??

Seconded by ??

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Carried



**Meeting:** Terrace Lodge Redevelopment Fundraising Committee  
**Date:** January 8, 2020  
**Time:** 3:00 p.m.  
**Location:** Terrace Lodge Long Term Care Home, Chapel

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**Attendees:** Dominique Giguère, Township of Malahide  
Fiona Roberts, Municipality of Central Elgin  
Pete Barbour, Town of Aylmer  
Kay Haines, Terrace Lodge Auxiliary  
Muriel Carrel, Community Member  
Ruth Anne Perrin, Community Member

**Staff:** Michele Harris, Director of Homes and Seniors Services  
Lisa Penner, Administrator  
Tanya Noble, Manager of Program and Therapy Services  
Megan Shannon, Legislative Services Coordinator

**Regrets:** Susan Chilcott, Municipality of Bayham

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## **MINUTES**

### **1. Call to Order**

The Terrace Lodge Redevelopment Fundraising Committee met this 8<sup>th</sup> day of January, 2020 at Terrace Lodge, in the Chapel. The meeting was called to order at 3:04 p.m.

### **2. Review of Agenda**

The Chair deferred Donations/Legacy Giving to the February 12, 2020 meeting (as consented to by the Chair). The Chair added the discussion of the budget under Other Business (as consented to by the Chair).

Moved by: Fiona Roberts

Seconded by: Ruth Anne Perrin

Resolved that the agenda be approved as amended.

- Motion Carried.

The Committee discussed recruiting additional representatives for the Committee. The Chair recommended reviewing the Terms of Reference before making a final decision. The Committee



discussed recruiting additional representatives from each municipality via social media. The Chair directed staff to create a draft letter outlining the Terms of Reference for potential representatives. The letter will then be sent to each Municipal Council in Elgin County.

### **3. Adoption of Minutes – November 21, 2019**

Moved by: Kay Haines

Seconded by: Ruth Ann Perrin

Resolved that the minutes from the meeting held on November 21, 2019 be approved.

- Motion Carried.

### **4. Review of Priority Items and Estimated Costs – Fundraising Spreadsheet – Goal**

The Committee reviewed the Fundraising spreadsheet containing various value added organized by priority with estimated costs (spreadsheet attached).

The Committee discussed the idea of having local businesses and service groups contribute to the redevelopment items needed for each phase. The Chair directed staff to look into this approach. The Chair discussed how we should manage fundraising for each redevelopment item on a case-by-case basis.

Michele advised that some redevelopment items were priced higher than others to incorporate inflationary costs (i.e. many items not required until phase 3). Michele also discussed whether or not the Community Pool Change Room should be considered an item on the Fundraising spreadsheet to improve accessibility and increase the number of change rooms. Michele advised that the Community Pool is currently being used by members of the community (swimming lessons, aqua fit, stroke program), but there was discussion regarding potential future resident use. The Chair suggested that the item could be fundraised separate to the redevelopment fundraising project, but simultaneously. The Committee recognized the value of the Terrace Lodge pool and supported this recommendation.

The Committee discussed the target goal for fundraising, and recommended adjusting it to seven hundred and fifty thousand dollars (\$750,000) to support additional items that are identified and added to the list during the project. The Chair discussed the range of items on the Fundraising spreadsheet and how some could be donated by members of the community. The Chair directed staff to add a column to the spreadsheet for any items that have significant, long term operational cost implications, such as software license subscriptions.



### Action Items

1. Chair Giguère to work with Julie Gonyou and Megan to create a draft letter outlining the Terms of Reference for additional representatives to join the Committee.
2. Tanya and Lisa to add a column to the spreadsheet for any items that have significant long-term operational costs implications.

### **5. Project Plan**

The Chair presented a draft project plan to the Committee (project plan attached). The Committee reviewed the tasks to be completed on a monthly basis prior to launching the campaign in July 2020.; minor adjustments were made.

The Committee discussed having either local businesses or students from local secondary and post-secondary institutions to design the logo. The Committee also discussed the option of writing an RFP. The Chair advised that these options will be considered later on.

### **6. Other Business**

#### i. Budget

The Chair presented the draft budget to the Committee (budget attached). The Committee discussed various options for planning fundraising campaigns and whether the Committee wished to establish an operating budget in support of the campaign. The Committee agreed that there should be an operating budget to fund professional services such as graphic design, fundraising advice, printing, advertising, promotional events.

The Committee also discussed whether the campaign should include credit card donations and an online presence, recognizing that this will involve fees.

The Committee agreed to recommend to the Steering Committee that the Terrace Lodge fundraising be supported with an overall operating budget worth approximately 3% of the campaign goal, including campaign expenses and credit card fees. The Chair discussed presenting this proposal to the Terrace Lodge Redevelopment Steering Committee at the next meeting.

### **7. Prospective Donors**

The Committee discussed prospective donors and whether or not fundraising outside the County borders should be considered – statistics regarding current residents of Terrace Lodge place of



**ElginCounty**  
*Progressive by Nature*

residence pre-admission supports this need. The Chair has drafted a template prospective donor spreadsheet and will circulate to the Committee. The Committee will brainstorm prospective donors and create their own list to share at the February 12, 2020 meeting. Megan Shannon will compile individual lists into one spreadsheet.

### **8. Next Meeting Date**

Wednesday, February 12, 2020 at 3:00 p.m. at the Terrace Lodge Chapel. Calendar invitations to be sent.

### **9. Adjournment**

Moved by: Fiona Roberts

Seconded by: Kay Haines

Resolved that the meeting adjourn at 4:35 p.m. to meet again on February 12, 2020 at 3:00 p.m.

- Motion Carried.

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Michele Harris,  
Director of Homes and Seniors Services.

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Domingue Giguère,  
Chair.

## Terrace Lodge Redevelopment Fundraising

Item	Area	Item Source	Price Per Item	Number Required	Extended Price	Phase of Redevelopment Item Needed For	P Le (1
Door Decal	Indoor	RMS Wraps	\$ 700.00	100	\$ 70,000.00	Phase 3	
Wall Mural	Indoor	RMS Wraps	\$ 700.00	4	\$ 2,800.00	Phase 3	
Resident Keepsake Box	Indoor	Amazon	\$ 25.00	100	\$ 2,500.00	Phase 3	
Decorative Wallpaper	Indoor	Local Vendors, Wayfair	\$ 1,000.00	4	\$ 4,000.00	Phase 3	
Outdoor Solar Lighting	Outdoor	Local Vendors, Wayfair	\$ 330.00	8	\$ 2,640.00	Phase 3	
Entryway Décor	Indoor	Local Vendors, Wayfair	\$ 600.00	1	\$ 600.00	Phase 3	
Beauty Nook Desk	Indoor	Local Vendors, Wayfair	\$ 150.00	1	\$ 150.00	Phase 3	
Beauty Nook Supplies	Indoor	Local Vendors, Wayfair	\$ 100.00	1	\$ 100.00	Phase 3	
Library Nook Book Case	Indoor	Local Vendor	\$ 500.00	1	\$ 500.00	Phase 3	
Library Nook Supplies	Indoor	Local Vendor	\$ 500.00	1	\$ 500.00	Phase 3	
Aviation Nook	Indoor	Local Vendor / online?	\$ 500.00	1	\$ 500.00	Phase 3	
Art Nook	Indoor	Local Vendor	\$ 500.00	1	\$ 500.00	Phase 3	
Music Nook	Indoor	Local Vendor / online?	\$ 500.00	1	\$ 500.00	Phase 3	
Wardrobe Nook	Indoor	Local Vendor	\$ 500.00	1	\$ 500.00	Phase 3	
Paint Can	Indoor	Local Vendor	\$ 50.00	200	\$ 10,000.00	Phase 2	
Plaque it Word Cloud	Indoor	Local Vendor	\$ 40.00	100	\$ 4,000.00	Phase 3	
Abbey System	Indoor	Ambient Activity	\$ 6,885.00	6	\$ 41,310.00	Phase 3	
Abbey System Support Annual	Indoor	Ambient Activity	\$ 395.00	6	\$ 2,370.00	Phase 3	
Abbey Individual Subscription	Indoor	Ambient Activity	\$ 285.00	30	\$ 8,550.00	Phase 3	
Water Feature	Outdoor	Local Vendor (Silverthorn)	\$ 2,000.00	1	\$ 2,000.00	Phase 3	
Benches	Outdoor		\$ 300.00	20	\$ 6,000.00	Phase 3	
Outdoor Tables (wheelchair)	Memory Care Ou	Local Vendor	\$ 1,000.00	2	\$ 2,000.00	Phase 3	
Outdoor Tables (wheelchair)	Main Courtyard		\$ 1,000.00	5	\$ 5,000.00	Phase 3	
Gazebo Large	Outdoor	Local Vendor	\$ 10,000.00	2	\$ 20,000.00	Phase 3	
Sheds	Main Courtyard	Local Vendor	\$ 5,000.00	1	\$ 5,000.00	Phase 3	
Stainless Steel Barbeque	Outdoor	Local Vendor	\$ 1,200.00	2	\$ 2,400.00	Phase 3	
Outdoor stackable chairs	Main Courtyard	Local Vendor	\$ 200.00	60	\$ 12,000.00	Phase 3	
Duet Wheelchair Bike	Outdoor	Mobility and Access Inc.	\$ 10,000.00	1	\$ 10,000.00	Phase 3	
Above Ground Planters	Main Courtyard	Local Vendor or Costco	\$ 250.00	4	\$ 1,000.00	Phase 3	

Landscape Area (adopt)	Outdoor	Local Garden Centre	\$ 2,000.00	12	\$ 24,000.00	Phase 3
Bird Centre	Main Courtyard	Wholesale Vendor	\$ 1,000.00	2	\$ 2,000.00	Phase 3
Bird Seed for a year	Main Courtyard	Local Vendor	\$ 1,200.00	2	\$ 2,400.00	Phase 3
Garden Ornaments	Outdoor	Wholesale Vendor	\$ 1,000.00	2	\$ 2,000.00	Phase 3
Bench Roof/cover	Outdoor	Local Vendor / online?	\$ 600.00	6	\$ 3,600.00	Phase 3
Chapel Stained Glass Panel	Chapel	Medlyn Studio	\$ 2,000.00	3	\$ 6,000.00	Phase 2
Chapel Curtains	Chapel	Local Vendor	\$ 6,000.00	1	\$ 6,000.00	Phase 2
Book Cases	Chapel	Local Vendor/online	\$ 600.00	2	\$ 1,200.00	Phase 2
Sound System	Recreation	Century Sound	\$ 8,000.00	1	\$ 8,000.00	Phase 2
Large TV or Wall Screen	Chapel	Century Sound	\$ 5,000.00	1	\$ 5,000.00	Phase 2
Gift Shop Shelving	Gift Shop	Wholesale Vendor	\$ 5,000.00	1	\$ 5,000.00	Phase 3
Gift Shop Clothing rack	Gift Shop	Wholesale Vendor	\$ 500.00	1	\$ 500.00	Phase 3
Gift Shop Table Chairs	Gift Shop	Local Vendor	\$ 1,000.00	1	\$ 1,000.00	Phase 3
Dining Set - family dining room	Diningroom	Local Vendor	\$ 5,000.00	1	\$ 5,000.00	Phase 3
Electric Fireplace Family Dining Room	Diningroom	Local Vendor	\$ 2,500.00	1	\$ 2,500.00	Phase 3
Folding Tables	Recreation	Healthcare Vendor	\$ 600.00	18	\$ 10,800.00	Phase 3
Electric Fireplace Lounge	Recreation	Local Vendor	\$ 2,500.00	4	\$ 10,000.00	Phase 2
Baby Station Package	Recreation	Local Vendor/online	\$ 1,000.00	1	\$ 1,000.00	Phase 3
Montessori Package	Recreation	Montessori and/or local	\$ 500.00	5	\$ 2,500.00	Phase 3
Orientation Board	Indoor	Healthcare Vendor	\$ 1,000.00	4	\$ 4,000.00	Phase 3
Lounge Chairs colourful	Indoor	Healthcare Vendor	\$ 2,000.00	8	\$ 16,000.00	Phase 3
Lounge Loveseat colourful	Indoor	Healthcare Vendor	\$ 2,500.00	2	\$ 5,000.00	Phase 3
Recreation Room TV	Activity Rooms	Century Sound	\$ 2,000.00	4	\$ 8,000.00	Phase 3
Outdoor Music Therapy	Main Courtyard	TBD	\$ 20,000.00	1	\$ 20,000.00	Phase 3
Outdoor Fitness Equipment	Main Courtyard	TBD	\$ 20,000.00	1	\$ 20,000.00	Phase 3
Recreation Whiteboards	Recreation	Online	\$ 200.00	4	\$ 800.00	Phase 3
colour blocking	Indoor	Local vendor	\$ 200.00	10	\$ 2,000.00	Phase 2
Admission pkg - word cloud, vinyl,paint, keepsake box	Other	for future admissions	\$ 815.00	50	\$ 40,750.00	Phase 3
Stacking Chairs Main Event Space	Other		\$ 300.00	60	\$ 18,000.00	Phase 3
Fireplace Main Lobby	Lobby	Local Vendor	\$ 2,500.00	1	\$ 2,500.00	Phase 3
Curtains / Blinds Main Event Space	Indoor	Local Vendor	\$ 12,000.00	1	\$ 12,000.00	Phase 3
Lobby Furniture	Lobby		\$ 10,000.00	1	\$ 10,000.00	Phase 3
iPad Centre, iPads 4, stands, locks	Lobby		\$ 3,500.00	1	\$ 3,500.00	Phase 3
Annual Technology Package, Spotify, Prime Video, Netf	Activity Rooms		\$ 500.00	5	\$ 2,500.00	Phase 3

Overnight Suite Package, Sofabed, bedding, clock radio,	Other		\$ 12,000.00	1	\$ 12,000.00	Phase 2
Stacking chairs	Activity Rooms		\$ 300.00	20	\$ 6,000.00	Phase 3
Altar/podium	Chapel		\$ 500.00	1	\$ 500.00	Phase 2
Paint	Chapel		\$ 50.00	10	\$ 500.00	Phase 2
Paint	Lobby		\$ 50.00	6	\$ 300.00	Phase 3
Annual Technology Package, Spotify, Prime Video, Netf	Lobby		\$ 500.00	1	\$ 500.00	Phase 3
Lobby Games Tables	Lobby		\$ 500.00	3	\$ 1,500.00	Phase 3
Window Film for Hair Salon (Custom)	Indoor		\$ 1,000.00	1	\$ 1,000.00	Phase 3
Book Cases	Lobby		\$ 1,000.00	1	\$ 1,000.00	Phase 3
Community pool change rooms?	Indoor		\$ 60,000.00	1	\$ 60,000.00	Phase 2
<b>Grand Total</b>					<b>\$ 564,270.00</b>	

Donated by:	Item Received?	Resource
		<a href="http://www.rmsraps.com/door-wrap-store">www.rmsraps.com/door-wrap store</a>
		<a href="http://www.rmsraps.com/door-wrap-store">www.rmsraps.com/door-wrap store</a>
		<a href="https://www.homehardware.ca/en/?gclid=EAlalQobChMIkku15OvE5gIVVP_jBx2TagmUEAAYASAAEgJTyfD_BwE">https://www.homehardware.ca/en/?gclid=EAlalQobChMIkku15OvE5gIVVP_jBx2TagmUEAAYASAAEgJTyfD_BwE</a>
		<a href="http://www.ambientactivity.com">www.ambientactivity.com</a>
		<a href="http://www.ambientactivity.com">www.ambientactivity.com</a>
		<a href="http://www.ambientactivity.com">www.ambientactivity.com</a>
		<a href="https://silverthornlandscape.com/">https://silverthornlandscape.com/</a>
		<a href="http://www.waglermini-barns.com/">http://www.waglermini-barns.com/</a>
		<a href="https://www.homehardware.ca/en/?gclid=EAlalQobChMIkku15OvE5gIVVP_jBx2TagmUEAAYASAAEgJTyfD_BwE">https://www.homehardware.ca/en/?gclid=EAlalQobChMIkku15OvE5gIVVP_jBx2TagmUEAAYASAAEgJTyfD_BwE</a>
		<a href="https://www.homehardware.ca/en/?gclid=EAlalQobChMIkku15OvE5gIVVP_jBx2TagmUEAAYASAAEgJTyfD_BwE">https://www.homehardware.ca/en/?gclid=EAlalQobChMIkku15OvE5gIVVP_jBx2TagmUEAAYASAAEgJTyfD_BwE</a>
		<a href="http://www.frankmobility.com/">http://www.frankmobility.com/</a>
		<a href="https://www.costco.ca/">https://www.costco.ca/</a>



**Terrace Lodge Fundraising**

<b>MONTH</b>	<b>TASKS TO COMPLETE</b>	<b>DECISIONS</b>	<b>TO DO</b>	<b>NAME</b>	<b>STATUS</b>	<b>NOTES / COMMENTS</b>
<b>January</b>	Decisions on budget: -decision on platform -decision on the use of consultant -decision on credit card / online donations -any other professional fees (web, graphic design...)					
	Begin prospect list					
	Present proposal to TL Committee					
<b>February</b>	Finalize list of items					
	Finalize fundraising targets					
	Finalize platform					
<b>March</b>	Develop print and web material; brand; graphic design					
<b>April</b>	Catalogue mock up					
	Develop communication plan					
	Begin planning of launch event					
	Identify advisory / focus group member					

<b>May</b>	Testing (platform)						
	Develop key messages						
	Feedback / Focus Group						
<b>June</b>	Soft launch (online)						
	Print catalogue						
	Advertising						
<b>July</b>	Kick Off						

Budget	2020	2021	2022	Total	Notes/Comments
<b>TARGET</b>	<b>\$ 500,000.00</b>	<b>\$ 300,000.00</b>	<b>\$ 200,000.00</b>	<b>\$ 1,000,000.00</b>	
Online platform	\$ 600.00	\$ 600.00	\$ 600.00		
Printing	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		
Advertising	\$ 2,000.00	\$ 1,500.00	\$ 1,000.00		
Professional Services	\$ 5,000.00	\$ 1,500.00	\$ 1,000.00		Fundraising advice, graphic design, web site, media assets
Credit Card fees	\$ 7,500.00	\$ 4,500.00	\$ 3,000.00		Assuming 3% on 50% of donations
<b>Expenses</b>	<b>\$ 16,100.00</b>	<b>\$ 9,100.00</b>	<b>\$ 6,600.00</b>	<b>\$ 31,800.00</b>	
Cost ratio	3.22%	3.03%	3.30%	3.18%	



22 January 2020 (Updated)

## The County of Elgin - Terrace Lodge Addition & Phased Renovation, Aylmer

The Feb 4, 2019 Steering Committee meeting selected construction management (CM) Regular delivery method. The updated Regular CM delivery project schedule follows.

Legend: Green= completed on schedule / Yellow= at risk of delay / Red= delay on critical path

### Construction Management Regular Delivery

Activity	Duration	Calendar Dates
Schematic Design	4 months	April to July 2019
CM RFP Issued on Bids & Tender		24 April 2019
CM RFP Advertise Public Tender		1 May 2019
CM Proponent Optional Site Tour		3 May 2019
CM submissions	3 weeks	16 May 2019
Evaluate CM submissions	2 weeks	End May 2019
Council award CM		11 June 2019
Submit site plan application		End June 2019 25 Oct 2019
MOH Preliminary Plan submit		Early July 2019 12 August 2019
Design Development	3 ½ months	Mid-August to 22 November 2019
MMMC Class D Const Cost Estimate	3 weeks	End July 2019
MMMC Class D Const Cost Savings		22 October 2019
MOH Preliminary Plan approval	5 month	Early August 2019 January 2020
Site plan approval complete	3 months	End Sept 2019 20 January 2020
CM Class C Const Cost Estimate	6 weeks	1 November 2019
Construction Documents	4 months	November 2019 to February 2020
CM Class B Const Cost Estimate	3 weeks	25 Nov 2019 to Early-January 2020
MOH Working Drawing submit		End January 2020 Early Feb 2020
Building Permit application		End January 2020 Early Feb 2020
MOH Working Drawing approval	1 month	End February 2020 Early Mar 2020
Subtrade Bid Packages issued by CM		Early March 2020
CM Class A Const Cost Estimate	2 weeks	Mid-March 2020
Subtrade Bid Packages close to CM	5 weeks	Mid-April 2020
Review Bids & Recommendation	3 weeks	Early-May 2020
Council approval of all Subtrade Bids		End May 2020
Submit FEC and all Bids to MOH		End May 2020
Conditional LOI to early Trades		Early June 2020
MOH approval to award Bids	1 month	End June 2020
CM mobilizes to site	2 weeks	Mid-July 2020
Complete or Partial Fdn Permit issued		Mid-July 2020
Fdn & Civil construction starts		End-July 2020
Phase 1 Addition complete	16 months	End November 2021
FF&E/Stock/Train/Pre-Occ/Move/Clear	1 month	End December 2021
Phase 2 North Reno complete	8 months	End August 2022
FF&E/Stock/Train/Pre-Occ/Move/Clear	1 month	End September 2022
Next Municipal Election		October 2022
Phase 3 South Reno complete	8 months	End May 2023
FF&E/Stock/Train/Pre-Occ/Move/Clear	1 month	End June 2023

**SITE PLAN AGREEMENT**

**THE CORPORATION OF THE COUNTY OF ELGIN**

**AND**

**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**

**Part Lot 13 & 14, Concession 7**

**THIS AGREEMENT** made this day of \_\_\_\_\_, 2020.

**B E T W E E N:**

**THE CORPORATION OF THE  
COUNTY OF ELGIN**  
Hereinafter called the “**OWNER**”  
**OF THE FIRST PART**

**- AND -**

**THE CORPORATION OF THE  
TOWNSHIP OF MALAHIDE**  
Hereinafter called the “**TOWNSHIP**”  
**OF THE SECOND PART**

**WHEREAS** the Owner is the owner in fee simple of the lands situate in the Township of Malahide, in the County of Elgin being Part of Lot 13 & 14, Concession 7, more particularly described in Schedule “A” attached hereto (and hereafter referred to as the “**Lands**”);

**AND WHEREAS** the Official Plan of the Township of Malahide in effect, designates the entirety of the Township as a site plan control area;

**AND WHEREAS** the Owner intends to develop the lands in accordance with the Site Plan attached hereto, as Schedule “A” (and hereafter referred to as the “**Plan**”);

**AND WHEREAS** the Township, as a condition of development of the lands requires the Owner to enter into a Development Agreement;

**NOW THEREFORE** in consideration of other good and valuable consideration and the sum of **Two Dollars (\$2.00)** of lawful money of Canada by each to the other paid (the receipt whereof is acknowledged by each), the Owner hereby covenants and agrees with the Township as follows:

1. The Owner agrees that no building permit will be available until the Plan has been approved by the Township, and further agrees that work will not commence prior to the issuance of the building permit.
2. The following Schedules, which are identified by the signatures of the parties to this Agreement, and which are attached hereto, are hereby made a part of this Agreement, as fully and to all intents and purposes as though recited in full herein:
  - EXHIBIT “A” - SITE PLAN
  - EXHIBIT “B” - SITE SERVICING PLAN
  - EXHIBIT “C” - CERTIFICATE OF COMPLIANCE
3. Schedule “A” hereto describes the lands affected by this Agreement.

4. Exhibit "A" - Site Plan, shows:
  - a) the location and height of all buildings and structures to be erected;
  - b) the location of vehicular entrances and exits;
  - c) the location and provision of off-street vehicular loading and parking facilities, including driveways for emergency vehicles;
  - d) walkways and all other means of pedestrian access;
  - e) the location and provision of fences, trees and all ground cover or facilities for landscaping the lands and protecting the adjoining lands and shows the lighting including flood lighting, of the land or any building or structure thereon;
  - f) the location and provision for the collection and storage of garbage and other waste material
5. The Owner agrees that the building or buildings will be erected in accordance with the plan(s) approved, subject only to such changes as have received advance approval.
6. Exhibit "B" - Site Servicing Plan shows:
  - a) lot grading information, indicating overland flow to and from adjacent properties, collection and disposal of surface water and storm water management (if deemed necessary by the Township);
  - b) location of utilities within the road allowance and site connections to these utilities;
  - c) building finished floor elevations;
  - d) other information as required by the Township
7. The Owner agrees that the site development and servicing will be in accordance with the plan(s) as approved, subject only to such changes as have received advance approval.
8. The Owner further agrees that:
  - a) final grades and elevations will be established to the satisfaction of the Township. The Owner will provide proof of final grades and elevations certified by a professional land surveyor or civil engineer, prior to the final release of the Letter of Credit.
  - b) all necessary provisions for service connections on site will be made to the satisfaction of the Township.
  - c) construction work will be carried forward expeditiously in good and workmanlike manner, in accordance with good trade practice and so to cause a minimum of nuisance.
  - d) all necessary precautions to avoid dust, noise and other nuisance and to provide for the public safety will, so far as possible, be taken and which comply with *The Construction Safety Act*.
  - e) all necessary care will be taken to see that mud and soil is not tracked or spilled onto any public street, and where such tracking occurs, the street shall be cleaned at the end of each working day.
  - f) garbage disposal facilities will be an enclosed type located as shown on the Site Plan designed in a manner satisfactory to the Township.

- g) unless otherwise provided, all parking lots and walkways will be finished with hot-mix asphalt, concrete or paving stones to the satisfaction of the Township and have permanent bumper curbing along all parking areas that abut the property limits.
  - h) no topsoil shall be stockpiled on any other portion of the Owner's lands except those lands identified in Schedule "A" to this agreement; and all topsoil shall be stockpiled and maintained in a manner which allows for the maintenance of weeds; and the Township may go in and do the same at the Owner's expense, and collect the cost in like manner either as municipal taxes or from the Letter of Credit deposited as performance security.
  - i) stock-piling of snow will not be allowed on the site where it will constitute a hazard in the opinion of the Township.
  - j) the electrical servicing of the property shall be subject to the approval of Hydro One.
  - k) upon failure by the Owner to do any act during the development period herein, that the public safety or convenience requires, in accordance with this Agreement, upon seven (7) days written notice, the Township, in addition to any other remedy, may go in and do same at the Owner's expense, and collect the cost in like manner either as municipal taxes or from the Letter of Credit deposited as performance security.
  - l) the Township may treat any breach of this Agreement as a breach of the Building By-Law, and upon twenty-four (24) hours written notice to the Owner, stop work until the breach is rectified.
  - m) nothing in this Agreement constitutes waiver of the owner's duty to comply with any by-law of the Township or any other law.
9. The Owner shall:
- a) be responsible for consulting with Hydro One regarding any matters that relate to services provided by Hydro One.
10. The Owner shall be responsible for consulting with and obtaining any necessary approval from all regulatory bodies such as, but not limited to, the appropriate Conservation Authority and the Ministry of the Environment.
11. The Owner shall satisfy all the requirements in relation to the fire protection for the building(s) to the satisfaction of the Township's Fire Chief.
12. The Owner agrees to pay for damages to public property including but not limited to municipal drain, ditches, street surfaces, storm and sanitary sewer systems, which may occur during the period of construction. Any such repair may be undertaken by the Township at the expense of the Owner, within thirty (30) days notice.
13. Any and all lighting shall be installed and maintained so as to not, in the opinion of the Township, interfere with the use or enjoyment of adjacent properties, or with the safe flow of traffic on abutting or adjacent streets.
14. The Owner shall landscape and maintain plants and ground cover acceptable to the Township, on those lands so indicated on the Site Plan.
15. If the Ontario Building Code requires that an Architect or Professional Engineer or both, shall be responsible for the field review of any new building or extension, provided for in this Agreement, the Owner shall not occupy or use or permit to be occupied or used, any said new building or extension, until after an Architect or Professional Engineer has given to the Township, a letter addressed to the Township, and signed by the said Architect or Professional Engineer, certifying that all construction and/or services on or in the said lands, required for this development or redevelopment, newly

installed by the Owner in connection with this development or redevelopment, have been installed and/or constructed in a manner satisfactory to the Architect or Professional Engineer.

16. The Township, through its servants, officers and agents, including its Chief Building Official, Fire Chief, and Township Engineer, may, from time to time, and at any time, enter on the premises of the Owner to inspect:

- a) the progress of development;
- b) the state of maintenance as provided for in this Agreement.

17. In the event of any servant, officer or agent of the Township, determining, upon inspection, that the development is not proceeding in the strict accord with the plans and specifications filed, such servant, officer or agent shall forthwith, place a notice requiring all work to be stopped upon the premises and forward a copy, by registered mail, to the Owner at the last known address, on the last revised assessment roll, and the Owner shall forthwith correct the deficiency or deviation.

18. In the event of any servant, officer or agent of the Township, upon inspection, be of the opinion that the state of maintenance is not satisfactory, such servant, officer or agent shall forthwith, forward notice of such opinion, by registered mail, to the Owner, at the last known address, and the Owner shall forthwith correct the deficiency or appeal to the Council of the Township of Malahide, as hereinafter provided.

19. In the event that the Owner should disagree with the opinion of the servant, officer or agent of the Township, as to the state of maintenance, such Owner shall appear before the Council of the Township of Malahide, which after hearing the Owner, shall express its opinion as to whether the maintenance is satisfactory, by resolution, which shall constitute a final determination of the matter.

20. In the event that the Owner shall fail to obey a stop work order issued under Section 17 hereof, the Owner recognizes the right of the Township to apply to the Courts for a restraining order.

21. In the event that an Owner shall fail to correct a deviation or deficiency after notice pursuant to Section 17 or after notice of an opinion, which the Council of the Township of Malahide determines is correct, under Section 17, the Council of the Township of Malahide, may by by-law, direct, on default of the matter or thing being done by the Owner, after two (2) week's notice, to it by registered mail, at the last known address of the Owner, pursuant to the last revised assessment roll of passage of such By-Law, that such matter or thing be done by the Township, at the expense of the Owner, which expense may be recoverable by action as municipal taxes, or from the Letter of Credit deposited as performance security.

22. Unless otherwise authorized, in the event of the Owner wishing to change at any time, the buildings, structures or facilities described in Exhibit "A" and "B", it shall make application to the Council of the Township of Malahide, for approval, and shall not proceed with such change until approval is given by such Council, or in default by The Ontario Municipal Board, under the procedure set out in Section 41 of *The Planning Act*, 1990, hereinbefore referred to.

23. The Owner agrees to pay to the Township all administration costs incurred in connection with this Agreement, and the fulfillment of this Agreement, including legal, engineering and inspection costs.

#### 24. CAPITAL CHARGES

The following capital charges are to be paid at the time that this Agreement is signed.

#### 25. SITE PLAN REVIEW FEE

The Owner shall pay to the Township, in cash or by certified cheque, an amount of One Thousand, Six Hundred (\$2,000.00) Dollars Deposit, per application, for Site Plan Review. As set out in Schedule "A" of By-Law 05-62 being a By-Law for the purpose of establishing user fees & rates.



34. A Certification of Compliance attached hereto as Exhibit “C”, shall be filed by the Owner, following completion of the development to ensure all details of the Site Plan Agreement have been complied with.

IN WITNESS WHEREOF, the Parties hereto have hereupon, affixed their Corporate Seal, duly attested to by their authorized signing officers in that behalf.

CORPORATION OF THE COUNTY OF ELGIN

\_\_\_\_\_  
WARDEN

\_\_\_\_\_  
C.A.O

CORPORATION OF THE TOWNSHIP OF  
MALAHIDE

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CAO/CLERK

EXHIBIT "C"

CORPORATION OF THE TOWNSHIP OF MALAHIDE

CERTIFICATE OF COMPLIANCE

PROPERTY IDENTIFICATION:

Municipal Address: \_\_\_\_\_

Owner: \_\_\_\_\_

This document serves to certify that the development project on the above noted lands has been completed in accordance with the terms and conditions of The Site Plan Agreement By-law No. \_\_\_\_\_.

DATED: \_\_\_\_\_

I HEREBY CERTIFY THAT THE ABOVE DECLARATION IS TRUE AND CORRECT.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Name of Owner:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Phone Number: