

Economic Development and Planning Committee

Tuesday, December 3, 2013, 4:30 pm. City Hall, Council Chambers

Committee Members
Councillor M. McFall, Chair
Councillor D. Beatty
Councillor M. Kalivas
Councillor D. LeSueur
Mayor D. Henderson,
Ex-Officio

Areas of Responsibility
Economic Development
Planning
Chamber of Commerce
DBIA
Heritage Brockville

Economic Development Advisory Team Museum Board Library Board Arts Centre Tourism

Page

COMMITTEE AGENDA

DISCLOSURE OF INTEREST

DELEGATION(S) AND PRESENTATION(S)

3 - 9 1. CARP - Age Friendly Designation (Dawn Edgley)

CORRESPONDENCE

Nil

STAFF REPORTS

10 - 13 1. 2013-141-12 Festival and Events Co-ordinator

THAT the Economic Development and Planning Committee recommend to Council the establishment of a festival and events reserve account being \$115,000 +1- surplus generated from profit of the Tall Ships Festival- 1812 Tour, and further;

THAT the City enter into a three year contractual agreement with the Brockville and District Chamber of Commerce/Tourism Office for a Festival and Event Coordinator position with terms and conditions to be presented to Council at a later date for ratification.

14 - 26 2. 2013-097-09

Revised Policy
City Property Transactions

THAT the Economic Development and Planning Committee recommend to Council the endorsement on the revised policy of the process associated with City property transactions inclusive of the revised Purchase of Sale Agreement.

Note: This matter was referred to this meeting from the September 3rd meeting to permit revisions to the form as per the Committees comments. Please refer to the revised Property Term Sheet attached.

NEW BUSINESS - REPORT FROM MEMBERS OF COUNCIL Nil

CONSENT AGENDA

MOTION TO MOVE INTO CLOSED SESSION (immediately following the regular meeting)

THAT pursuant to *Municipal Act*, 2001, Section 239 Sub. 2(c), Committee resolve itself into Closed Session to consider:

1. a proposed or pending acquisition or deposition of land by the municipality or local board.

ADJOURNMENT

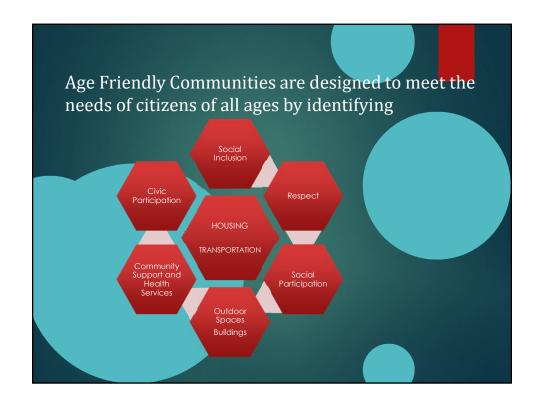
THAT the Economic Development and Planning Committee adjourned its meeting until the next regular meeting scheduled for January 7, 2014.



WHAT IS AN AGE FRIENDLY COMMUNITY?

An Age Friendly Community (AFC), as conceived by the World Health organization (WHO) has SERVICES, POLICIES, STRUCTURES and ENVIRONMENTS that enhance the quality of life for people as they age by addressing their needs and ensuring that they remain engaged in every aspect of civic life.

- 1. OUTDOOR SPACES & BUILDINGS
- 2 TRANSPORTATION
- 3. HOUSING
- 4. RESPECT & SOCIAL INCLUSION
- 5. SOCIAL PARTICIPATION
- 6. COMMUNICATION & INFORMATION
- 7. CIVIC PARTICIPATION EMPLOYMENT
- 8. COMMUNITY SUPPORT AND HEALTH SERVICES



WHAT DOES AN AGE FRIENDLY COMMUNITY LOOK LIKE

In an age-friendly community:

- outdoor areas and public buildings are pleasant, safe and accessible.
- housing is affordable, safe and well designed for seniors.
- roads and walkways are accessible and kept in good shape.
- public transportation is affordable and accessible.
- neighbourhoods are safe.
- relationships are respectful.
- health and community support services are available.
- opportunities for seniors to be socially active exist.
- seniors can take part in volunteer, political and employment positions.
- ▶ information is easy to find and easy to understand.

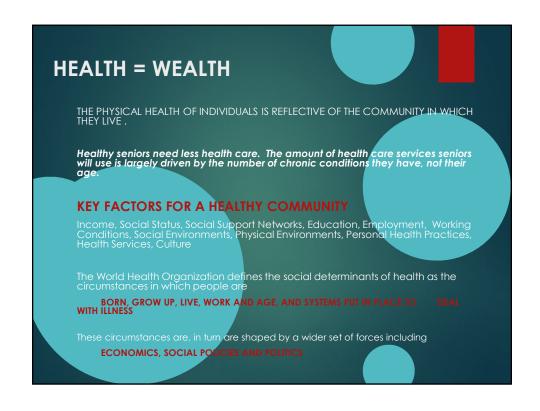


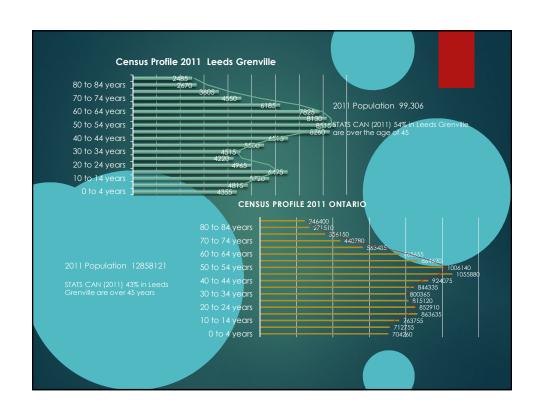


WHY IS THIS IMPORTANT?

- BY 2036 THE NUMBER OF SENIORS IN ONTARIO WILL DOUBLE
 - FOCUS ON 40 TODAY In 2036 those 40 today will be 63 years of age
- BY 2017, FOR THE FIRST TIME, ONTARIO WILL BE HOME TO MORE PEOPLE OVER
- PEOPLE ARE LIVING LONGER THAN EVER BEFORE
- THE EFFECT OF AGING ON OUR SOCIETY WILL BE PROFOUND
- THE MAIN CONCERNS ARE THE IMPACT ON THE FUTURE PROVISION OF















November 25, 2013

REPORT TO ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE – December 3, 2013

2013-141-12

FESTIVAL & EVENTS COORDINATOR DAVID C. PAUL
DIRECTOR OF ECONOMIC DEVELOPMENT AND TOURISM

RECOMMENDATION

THAT the Economic Development and Planning Committee recommend to Council the establishment of a festival and events reserve account being \$115,000 +/- surplus generated from profit of the Tall Ships Festival- 1812 Tour, and further;

THAT the City enter into a three year contractual agreement with the Brockville and District Chamber of Commerce/Tourism Office for a Festival and Event Coordinator position with terms and conditions to be presented to Council at a later date for ratification.

PURPOSE

To provide supplementary financial assistance to the Brockville and District Chamber of Commerce/Brockville Tourism Office to enable the Chamber to create a designated Festival and Events Coordinator for the facilitation on all existing festivals and special events and the potential introduction of another signature festival for the community.

BACKGROUND

- The Tall Ships 1812 Tour, First Port of Call Brockville, generated a financial surplus of approximately \$115,000 + during this year's June 2013 weekend.
- The Tall Ships Festival Committee responsible for this successful venue have publically expressed to the Council and community the desire for a new position to facilitate both existing and future festivals and special events for Brockville.
- There is no intent to currently host another Tall Ships festival, and further, the touring of tall ships occur on a cycle of 3 to 5 years as organized by Tall Ships America.
- The subject recommendation would enable all current and future festivals and special events to secure qualified coordination and guidance on hosting for their events.

- Most festivals/events rely heavily on volunteers who often suffer "burn out", and as such, the constant recruitment by charities and special interest groups seeking new personnel.
- Several Ontario communities of similar population already provide this support function as noted on the Attachment A.
- The contracting of such a position as an extension of the existing Tourism Service Agreement between the City and the Brockville & District Chamber of Commerce/Tourism Office is a logical option based on the success and experience documented by the Chamber on both market promotion, visitor services and hosting of several special events.
- The Chamber of Commerce is aware of the recommendation and is favourably disposed to provide this supplementary service.
- The Chamber will provide any additional salary and benefits necessary to secure a qualified candidate and commit to the three year term.
- A full job description including the negotiated final terms will be presented to Council prior to ratification.

Attachment A

Survey of Communities with Festival and Event Coordinators

FINANCIAL CONSIDERATION

There currently are surplus revenues of approximately \$104,000 in the Tall Ships account with an additional final \$15,000 final payment forthcoming from the Provincial Government. The estimate after final adjustments will leave a balance of approximately \$115,000.

D. Paul

Director of Economic Development

D. DICK, CA

Director of Corporate Services

B. Casselman City Manager

Status	Туре	Population 2011	FEO Member Festivals & Events Ont.	Event Coordinator working for City/BIA/Chamber
Amherstburg	Town	21,748		-
Bracebridge	Town	15,652	Yes	No
Bradford West Gwillimbury	Town	24,039	() ()	
Brockville	City	21,957	Yes	Considering hiring Event Staff
Cobourg	Town	18,210	Yes	Yes – Event Coordinator under Municipality
Collingwood	Town	17,290	Yes	Yes – Event Coordinator - Municipal
Elliot Lake	City	11,549		
Erin	Town	11,148		
Essex	Town	20,032	Yes	No
Grimsby	Town	23,937	Yes	No
Huntsville	Town	18,280		
Ingersoll	Town	11,760		
Innisfil (Alcona-Lefroy-Gilford)	Town	31,175		
Kingsville	Town	20,908		
LaSalle	Town	27,652		
Leamington	Town	28,833	Yes	Yes – Supervisor of Marketing & Special Events - Municipal
Lincoln (Beamsville)	Town	21,722		
Napanee (Greater Napanee)	Town	15,400		
Orangeville	Town	26,925	Yes	Yes — 150 th Event Coordinator - Municipal
Orillia	City	30,259	Yes	Yes – Manager of Special Projects - Municipal

2013-141-12 - Report to EDP - Festival Events Coordinator Appendix A

Owen Sound	City	21,753	Yes	Yes – City
Pelham	Town	16,155		
Pembroke	City	13,930	Yes	No
Petawawa	Town	14,651		
Port Colborne	City	18,599	Yes	Yes – 2 Municipal Event Coordinators
Port Hope	Town	16,390	Yes	Yes - Chamber
Prince Edward (Picton)	City	25,496		
Saugeen Shores (Port Elgin-Southampton)	Town	11,720	Yes	Yes - Chamber
Tecumseh	Town	24,224	Yes	Yes – Manager of Recreation/Event Services
Temiskaming Shores (Haileybury-New Liskeard)	City	10,442	Yes	No
Thoroid	City	18,224		
Tillsonburg	Town	14,822		
Whitchurch-Stouffville	Town	24,390		

August 29, 2013

REPORT TO ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE – September 3, 2013

2013-097-09
REVISED POLICY - CITY PROPERTY TRANSACTIONS
DIRECTOR OF ECONOMIC DEVELOPMENT AND TOURISM

RECOMMENDATION

THAT the Economic Development and Planning Committee recommend to Council the endorsement on the revised policy of the process associated with City property transactions inclusive of the revised Purchase of Sale Agreement.

BACKGROUND

City Property Transactions- Revised Internal Process Policy

Transactions That Comply With City Zoning

- Economic Development Office (EDO) and purchaser agree to all conditions and covenants associated with the sale/acquisition transaction. The economic development office will secure completed Form A (note attachment) confirming details including seller/purchaser's solicitor and proposed date of closure. Any changes in covenants will require Council approval. Often there are minor changes to the covenants to reflect the nature of the specific industrial development.
- 2. EDO receives formal agreement of sale from purchaser encompassing points of agreement in *Attachment A*, including deposit of a minimum of \$1000.00. Copy of agreement forwarded to City solicitor to ensure conformity to negotiated agreement and offer advice if required to protect interest of City.
- 3. EDO presents property transaction recommendation to the Economic Development Planning committee at an closed meeting. City Solicitor may attend depending on complexity of the subject proposed project. Copy of property transaction form circulated to Clerk, Lawyer and City Manager.
- 4. EDO advises the seller/purchaser in two days following EDP meeting on the acceptance/denial/changes to the earlier agreed recommendation. EDO will confirm agreement with the client prior to the final submission to council for ratification.

- 5. EDP recommendation on property presented to closed council meeting for ratification and assuming no changes to the document, proceed to open council for bylaw approval at next Council meeting.
- 6. EDO advises client the following day after a council meeting on the outcome of the recommendation and forwards the letter with attached directive the same day noting outcome and point of contact being the clerk's office for processing.
- 7. Clerk's office will respond to Purchasers <u>within two working days</u> following the council meeting acknowledging the transaction and ensuring that all documentation is forwarded to the City Solicitor's office by Friday.
- 8. The City Solicitor to initiate the process for closure <u>within five working days</u> of council ratification.

Transactions That Do Not Comply With City Zoning

- 1. The EDO will introduce project concept for review with City Manager, the Planning Department and City Solicitor and copy to all city departments on potential impacts, process and additional research or peer review required prior to introduction to EDP at closed meeting.
- 2. City may wish to securing external review or research necessary to validate the appropriateness of the proposed project for the community and the alignment to the community's strategic direction. Costing of such reviews to be negotiated with purchaser pending the level and extent of the required assessment.
- 3. EDO will communicate in a timely manner response to the additional requirements to ensure business speed considerations to client's proposed acquisition and development.
- 4. EDO introduces proposed transaction to EDP at closed meeting with participation of both Planning and City Solicitor pending on the complexity of the project.
- 5. Pending favourable consideration by EDP, the process will continue as per the standard city property transaction process with the exception of the required planning and rezoning requirements for public notice and statutory meetings.
- 6. The revised covenant will provide the necessary protection for the Council on the rezoning being considerate of the public inputs and additional assessment as part of the process.

Attachment A: Property Transaction Template for City of Brockville

FINANCIAL CONSIDERATION

There is no direct costing associated with the current recommendation.

D. Paul

Director of Economic Development

D. Dick, CA

Director of Corporate Services

B. Casselman City Manager



The Corporation of the City of Brockville

Property Transaction

BUYER:	Full legal name(s) of Buyer(s)	-
	Address	-
	Address	-
		-
	Telephone Number:	aan.
	Buyer's Solicitor /name, address and phone number	100
REAL PROPERTY: (the "property")	Address	***
(and property)		ure.
	(Legal description of land including easements not described elsewhere)	-
	PIN#	
ESTIMATED NUMBER		ct acreage shall be determined npletion of the survey.)
PRICE (PER ACRE): .	dollars (CDN\$) ¡	per acre
PURCHASE PRICE:	dollars (CDN\$)	
DEPOSIT [.]	dollars (CDN\$)	
	•	
	eld in trust without interest pending completion or termination by the Solicitor for the City of Brockville and to be credited to	
Price on completion	· ·	ward the Furthern
IPPEVOCABILITY: Th	is Offer shall be irrevocable by Buyer until a.m./p.m. o	on the day
of	, 20, after which time, if not accepted, this Offer shall	
the deposit shall be	returned to the Buyer in full without interest.	
	The Agreement of Purchase and Sale be completed by no late of	er than 4:30 p.m. on
GST: This transactio Purchase Price.	on is subject to Harmonized Sales Tax (H.S.T.), and shall be in	n addition to the
	er shall be allowed until 6:00 p.m. on the day of ate) to examine the title to the property at his own expense.	, 20
	INITIALS OF BUYER(S): INITIALS OF	SELLER:

BUYER:	
Purchase and initialing, to be	the standard conditions applicable to the Ontario Real Estate Associations Agreement of Sale, the Buyer hereby agrees to the following additional conditions, where indicated by included on Schedule A to the Agreement of Purchase and Sale to be prepared by the City of Brockville;
1.	The Seller takes no responsibility for the soils, drainage or requirement for fill to meet the requirements of the Seller for its permitted uses or to comply with any statute or by-law either municipal, provincial or federal. Further the Seller takes no responsibility for the actual existence of rights-of-way, ditches, underground streams, gas lines, pipelines, of any kind whatsoever or for the necessity to move or replace any of the foregoing or to fill them or otherwise deal with them. The costs related to the foregoing or the need for the foregoing or the providing of any services whatsoever to the site unless otherwise specifically referred to herein shall be borne by the Buyer.
	Schedule A, Clause 1 Initials of Buyer
2.	The Buyer or his/her/its Agent warrants that the lands are being purchased for his/her/its own use for industrial purposes and not for speculative purposes.
	Schedule A, Clause 2 Initials of Buyer
3.	The Seller agrees to secure and provide at the expense of the Buyer, a registrable description and three (3) copies of a plan of survey of the said parcel prepared by an Ontario Land Surveyor. The description and plan shall show the acreage of the parcel to three (3) decimal points and the purchase price herein shall be calculated on the basis of such acreage.
	Schedule A, Clause 3 Initials of Buyer
4.	The deed shall be prepared and registered by the Buyer at his own expense.
	Schedule A, Clause 4 Initials of Buyer
5.	The Buyer shall ensure that the gross floor area of the building(s) to be constructed on the subject lands within one (1) year of the date of closing comprises at least twenty-five percent (25%) of the developable area of the subject lands.
	Schedule A, Clause 5
	INITIALS OF BUYER(S): INITIALS OF SELLER:

INITIALS OF BUYER(S):

BUYER:	
6.	The Buyer agrees that the Seller shall have the right to repurchase the property at ninety percent (90%) of the original purchase price within one (1) year of the date of closing and at eighty percent (80%) of the original purchase price within two (2) years from the date of closing should a development project not proceed.
	The Buyer shall forthwith re-convey the subject lands to the Seller free and clear of all encumbrances, including all mortgages and liens. The Buyer shall secure and register such Discharges and Releases as are required at his own expense and shall forthwith deliver vacant possession of the subject lands to the Seller.
	This right and option shall be exercised by letter delivered personally or by registered mail by the Seller to the Buyer after the expiration of the one (1) year or two (2) year period.
	Schedule A, Clause 6
7.	The Buyer agrees that the Seller shall have first right of refusal to repurchase any surplus vacant portion of the property at market value for a period of three (3) years from the date of closing, prior to the Buyer offering such surplus vacant portion of the property to any other persons.
	The Buyer shall forthwith re-convey the subject lands to the Seller free and clear of all encumbrances, including all mortgages and liens. The Buyer shall secure and register such Discharges and Releases as are required at his own expense and shall forthwith deliver vacant possession of the subject lands to the Seller.
	This right and option shall be exercised by letter delivered personally or by registered mail by the Seller to the Buyer after the expiration of the three (3) year period.
	Schedule A, Clause 7
	INITIALS OF BUYER(S): INITIALS OF SELLER:

City of Brockville Property Transaction				
BUYER:		••••		
			Initials	of Buyer
8.	shall apply to and be bindir administrators, successors	ng upon t , and ass	hat the following restrictions and covenants the Buyer, his or its heirs, executors, ssigns and subject to the provision of this rictions and covenants shall run with the land.	
			Schedule A, Clause 8	of Buyer
9.	Sale is conditional upon the	e rezonir	zoning is required the Agreement of Purchase and ng of subject lands. The City can use its unfetted the rezoning of the subject lands.	nd red
			Scheudle A, Clause 9	••••
document s the Corpora	shall be included in the Agreen ation of the City of Brockville.	nent of P	by agrees that conditions as agreed upon in this Purchase and Sale to be prepared by the Soliciton dereunto set its hand and seal this day	
SIGNED, S	EALED AND DELIVERED	,	Buyer:	
)	Per:	
		<u> </u>	Per:	
			The Corporation of the City of Brockville	
			Per:	

City of Brockville	
Property Transaction	

BUYER:

INITIALS OF BUYER(S):



INITIALS OF SELLER:





Property Term Sheet

BUYER:	
	Full legal name(s) of Buyer(s)
	Address
	Telephone Number:
	Buyer's Solicitor
REAL PROPERTY: (the "property")	Address
	(Legal description of land including easements not described elsewhere)
ESTIMATED NUMBER (OF ACRES: Acres (The exact acreage shall be determined upon completion of the survey.)
PRICE (PER ACRE):	dollars (CDN\$) per acre
PURCHASE PRICE:	dollars (CDN\$)
	·
DEPOSIT:	dollars (CDN\$)
	eld in trust without interest pending completion or termination of an Agreement of by the Solicitor for the City of Brockville and to be credited toward the Purchase
of	s Offer shall be irrevocable by Buyer until a.m./p.m. on the day, 20, after which time, if not accepted, this Offer shall be null and void and returned to the Buyer in full without interest.
	The Agreement of Purchase and Sale be completed by no later than 4:00 p.m. on of, 20,
gst : This transactior Purchase Price.	n is subject to Goods and Services Tax (G.S.T.), and shall be in addition to the
	shall be allowed until 4:00 p.m. on theday of, 20(Requisition e title to the property at his/her own expense.
	INITIALS OF BUYER(S): INITIALS OF SELLER:

Revised: November 2013 Page 1 of 5

BUYER:	
Purchase and initialing, to be	the standard conditions applicable to the Ontario Real Estate Associations Agreement of I Sale, the Buyer hereby agrees to the following additional conditions, where indicated by a included on Schedule A to the Agreement of Purchase and Sale to be prepared by the Ecity of Brockville;
1.	The Seller takes no responsibility for the soils, drainage or requirement for fill to meet the requirements of the Seller for its permitted uses or to comply with any statute or by-law either municipal, provincial or federal. Further the Seller takes no responsibility for the actual existence of rights-of-way, ditches, underground streams, gas lines, pipelines, of any kind whatsoever or for the necessity to move or replace any of the foregoing or to fill them or otherwise deal with them. The costs related to the foregoing or the need for the foregoing or the providing of any services whatsoever to the site unless otherwise specifically referred to herein shall be borne by the Buyer.
	Schedule A, Clause 1
2.	The Buyer or his/her/its Agent warrants that the lands are being purchased for his/her/its own use for industrial or employment purposes and not for speculative purposes.
	Schedule A, Clause 2 Initials of Purchase
3.	The Seller agrees to provide at the expense of the Buyer, a registrable description and three (3) copies of a plan of survey of the said parcel prepared by an Ontario Land Surveyor of the sellers choice. The description and plan shall show the acreage of the parcel to three (3) decimal points and the purchase price herein shall be calculated on the basis of such acreage.
	Schedule A, Clause 3 Initials of Purchase
4.	The deed shall be prepared and registered by the Buyer at his own expense.
	Schedule A, Clause 4 Initials of Purchase
5.	The Buyer shall ensure that the gross floor area of the building(s) to be constructed on the subject lands within one (1) year of the date of closing comprises at least twenty-five percent (25%) of the developable area of the subject lands.

BUYER:	
6.	The Buyer agrees that the Seller shall have the right to repurchase the property at ninety percent (90%) of the original purchase price within one (1) year from the date of closing and at eighty percent (80%) of the original purchase price within two (2) years from the date of closing should a development project that meet the criteria set out in paragraph 5 not proceed.
	The Buyer shall forthwith re-convey the subject lands to the Seller free and clear of all encumbrances, including all mortgages and liens. The Buyer shall secure and register such Discharges and Releases as are required at his own expense and shall forthwith deliver vacant possession of the subject lands to the Seller.
	This right and option shall be exercised by letter delivered personally or by registered mail by the Seller to the Buyer after the expiration of the one (1) year or two (2) year period.
	Schedule A, Clause 6
7.	The Buyer agrees that the Seller shall have first right of refusal to repurchase any surplus vacant portion of the property at market value for a period of three (3) years from the date of closing, prior to the Buyer offering such surplus vacant portion of the property to any other persons.
	The Buyer shall forthwith re-convey the subject lands to the Seller free and clear of all encumbrances, including all mortgages and liens. The Buyer shall secure and register such Discharges and Releases as are required at his own expense and shall forthwith deliver vacant possession of the subject lands to the Seller.
	This right and option shall be exercised by letter delivered personally or by registered mail by the Seller to the Buyer after the expiration of the three (3) year period.
	Schedule A, Clause 7
	INITIALS OF PLIVED(S). INITIALS OF SELLED:

. ,	
BUYER:	
	Initials of Purchaser
8.	The Buyer covenants and agrees that the restrictions and covenants in an agreement shall apply to and be binding upon the Buyer, his or its heirs, executors, administrators, successors, and assigns and subject to the provision of this paragraph contained, the said restrictions and covenants shall run with the land.
	Schedule A, Clause 8 Initials of Purchaser
9.	The parties be acknowledge that if an Official Plan Amendment or Zoning By Law Amendment is required for the contemplated development, the Agreement of Purchase and Sale will be conditional upon the completion of the planning process.
	The Buyer acknowledges and agrees that by entering into the Agreement of Purchase and Sale, the Seller is not assuring that the planning approvals sought will be supported by the City of Brockville Planning Department, Economic Development and Planning Committee or City of Brockville Council.
	The Buyer further acknowledges that any or all of the planning process will be initiated by the Buyer at the expense of the Buyer. The Seller agrees to appoint the Buyer as its agent for the planning applications.
	Schedule A, Clause 9
document	signing this document the Buyer hereby agrees that conditions as agreed upon in this shall be included in the Agreement of Purchase and Sale to be prepared by the Solicitor for ration of the City of Brockville.
	WITNESS WHEREOF the Buyer has hereunto set its hand and seal this day of, 20
SIGNED, In the pre	SEALED AND DELIVERED sence of
·)) Per:
	/ Per:

BUYER:	
	The Corporation of the City of Brockville
	Per:
	David C. Paul Director of Economic Development