

Request for Expression of Interest to Purchase and  
Re-develop Municipally Owned Land  
“Old Paisley Library”, 274 Queen Street North Paisley, ON



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# INFORMATION TO PROPONENTS

## 1. Purpose

The Corporation of the Municipality of Arran-Elderslie (“the Municipality”) is seeking qualified firms or individuals interested in the purchase and redevelopment of the municipally owned property commonly referred to as “Old Paisley Library” 274 Queen Street North Paisley, ON (“the Property”).

The purpose of the Expression of Interest (“EOI”) process is to understand interest in the purchase and redevelopment of the Property, and to create a list of proponents that may then be invited to participate in the formal land sale process, should the Municipality decide to move forward with one.

The Municipality is seeking submissions from proponents who are interested in purchasing and redeveloping the site according to the Municipality ’s strategic objectives as outlined in the Municipality ’s [Economic Strategic Plan](#) and [Corporate Strategic Plan](#).

The information set out herein, while believed to be correct and up-to-date, is for information purposes only, and is not warranted by the Municipality to be accurate and complete. Proponents are required to conduct their own diligence to confirm any information on which they intend to rely.

## 2. Date of EOI Submission

One (1) hard copy shall be submitted on the form included in this package and in a sealed envelope addressed as follows:

EOI- Old Paisley Library  
ATTN: Emily Dance, CAO

Offers must be delivered on or before:

EOI CLOSING DATE:	April 17, 2025
TIME:	2:00 p.m., local time
LOCATION:	Municipality of Arran-Elderslie 1925 Bruce Road #10 Chesley ON NOG 1L0

Submissions received by the date and time of closing will be opened in public immediately following the time of closing. Only the name of proponents will be read and recorded at the time of the public opening.

## 3. Project Contact for Inquiries

The Municipality’s “Project Contact” in relation to the Property this EOI process is as follows:

Emily Dance, CAO  
Municipality of Arran-Elderslie  
edance@arran-elderslie.ca

## 4. Schedule

Task	Date
Issue date	February 3, 2025
Deadline to Register for Site Visit	February 20, 2025 2:00 p.m.
Site Visit- (Pre-registration required)	February 21, 2025 11:00 a.m.
Deadline for receipt of questions	February 28, 2025 4:00 p.m.
Issue answers on or before	March 7, 2025 4:00 p.m.
Submission deadline	April 17, 2025 2:00 p.m.
Council Review	April 28, 2025

## 5. Site Visit

The Property is further described in Appendix 1. Proponents wishing to view the property must pre-register with the Project Contact no later than February 20, 2025 2:00 pm by e-mail. Proponents are advised that Municipal Staff in attendance during the site visit will not have the authority to answer any questions at the time of the site visit. All questions must be provided in writing pursuant to the process, and prior to the deadline, specified in Appendix 2, Section 4.

## 6. Submission Requirements and Format

All expenses incurred through the preparation and submission of an EOI will be borne by the proponent. The Municipality will not return the EOI submission or any accompanying documents submitted by a proponent unless a request for return is received prior to the submission date. The proponent shall be responsible for retrieving any such EOI submission and accompanying documents, or the costs incurred by the Municipality to return same.

Proponents are required to submit their offer on the “Form of Offer” included in this document.

In addition to the “Form of Offer”, proponents are encouraged, but not required, to append additional information in support of their offer. This can include, but is not limited to:

1. A letter of introduction signed by the principle(s) of the proponent’s team.
2. A preliminary offer for purchase price.
3. A brief description of the proponent’s organization, and any proposed and/or potential partners.
4. Contact person and project manager for all future communications between the proponent and Municipality.
5. A detailed description of the re-development concept highlighting the use of the Property and how the development will:
  - a. Advance the Municipality’s Economic Development Strategic plan.
  - b. Advance the Municipality’s Corporate Strategic Plan
6. A preliminary development timeline indicating the development team’s intended schedule for undertaking work at the site, demonstrating the site will be re-developed expeditiously.

Submissions must be delivered to the appropriate location on or before the deadline set forth in Section 4. The Municipality will not accept electronic or digitally transmitted submissions. Delivery of submissions through a third-party courier service shall be at the risk of the proponent and must be arranged in due time for the EOI to arrive at the specified location before the closing time. Failure of a third-party courier to submit the EOI prior to the closing time will result in the disqualification of the EOI, and will be at no fault of the Municipality.

## **7. Pricing Information**

Any pricing information provided by proponents is for information purposes and is not intended to be binding. Any legally binding commitments will be established only by the express terms of a subsequent land sale process or where established through the execution of a written agreement.

## **8. EOI Withdrawal or Replacement**

Any submission may be withdrawn prior to the scheduled time for closing by submitting written notice to the Municipal contact. Replacement submissions are welcome until the date of closing.

## **9. EOI Evaluation and Selection**

Expressions of Interest will be evaluated based on:

- Completeness of the proposal, based on the requirements of this EOI document;
- The type of re-development proposed, intended use, and “fit” with the surrounding area;
- Perception of the probability of success of the development at the location;
- Benefit to the Municipality, the ability of the development proposal to advance the Municipality’s economic strategic plan, and Corporate Strategic Plan
- Purchase price offered, and
- Any other criteria that the Municipality considers appropriate or relevant, whether or not disclosed in this EOI

The evaluation of proposals will consider a balance between financial capability, experience and skills, the quality and integrity of the proponents’ overall understanding of the Municipality’s objectives, and the quality of the development concept. The Municipality will review all proposals based on the criteria set out in this EOI document in addition to any other criteria the Municipality deems appropriate.

Where the Municipality has determined, in its sole and absolute discretion, that any proposal is incomplete, the Municipality may, but is under no obligation to, issue a rectification notice identifying the deficiencies and providing the Proponent an opportunity to rectify the deficiencies within a rectification period as defined by the Municipality. If the Proponent is unable to satisfy the deficiencies within the rectification period, the proposal will not be considered further.

The Municipality will not consider proposals received from parties with whom the Municipality is in litigation, or arbitration, including matters commenced by the party before

administrative tribunals such as the Ontario Land Tribunal (OLT) and Assessment Review Board, unless approval allowing such consideration is obtained by the proponent from the Council of the Municipality.

Through this review process, the Municipality wishes to identify a proponent with whom the Municipality can enter into negotiations for an agreement. The Municipality is under no obligation to proceed with any negotiations as a result of this EOI process.

The Municipality may, but is not obligated to, proceed to negotiate with any number of proponents, at the same time or sequentially, at its election, until negotiations succeed with one proponent or until the Municipality elects to terminate the negotiation process. The commencement of negotiations does not commit the Municipality to accept all or any of the terms of any proposal.

The Municipality may, at its sole discretion, impose time limits or other constraints on negotiations with the proponent. Negotiations may be terminated by the Municipality at any time. The Municipality reserves the right to reject, in whole or in part, any or all proposals or elect to cancel the EOI process and not enter into negotiations or a contract with any proponent.

## **10. Not a Binding Contract**

This request for EOI does not constitute an offer of sale by the Municipality and is not intended to be a formal legally binding process. The request for EOI does not bind the Municipality to proceed with any subsequent bid process, negotiations, or contract and does not constitute a commitment by the Municipality to enter into any agreements.

## **11. Municipality's Rights**

In addition to all other rights, the Municipality specifically reserves the following rights:

- a. to accept or reject any or all submissions;
- b. to cancel the request for EOI at any time for any reason without any liability;
- c. to seek subsequent information or initiate discussions with any proponent or potential buyer, including those that did not respond to this request for EOI;
- d. to forego an open bid process and to directly negotiate a sale of land with any proponent or potential buyer, which may include buyers that did not respond to this request for EOI;
- e. to contact a limited number of proponents or potential buyers, which may include buyers that did not respond to this request for EOI, for the purpose of a competitive bid process;
- f. to elect to proceed by way of an open competitive process where all potential buyers, including those that did not respond to this request for EOI, are eligible to compete; and
- g. to elect not to proceed with the sale of land that is subject to this request for EOI.

# FORM OF PROPOSAL

## 1. Proponent Information

Company Name (hereinafter called the "Proponent"): \_\_\_\_\_

Mailing Address): \_\_\_\_\_

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

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

Proponent's Representative: \_\_\_\_\_

Authorizing Signature, Authority and Title: \_\_\_\_\_

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## 2. Submission Check List

Proponents are strongly encouraged to append additional information in support of their offer. Check all boxes to indicate what pieces of supplemental information have been included:

- A letter of introduction signed by the principal(s) of the Proponent's team.
- A preliminary offer for purchase price
- A brief description of the Proponent's organization, and any proposed and/or potential partners.
- A detailed description of the development concept highlighting the use of the Property and how the development will help advance the Municipality's Economic Strategic Plan and Corporate Strategic Plan.
- A preliminary development timeline indicating the development team's intended schedule for undertaking work at the site, demonstrating the site will be redeveloped expeditiously.

THE PROPONENT DECLARES:

1. This submission is made by the Proponent without any connection, knowledge or comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a submission for the same Property, and is in all respects fair and without collusion or fraud;
2. No member of the Municipal Council or any other officer of the Municipality will become interested directly or indirectly as a contracting party without disclosing such interest and otherwise complying with the *Municipal Conflict of Interest Act*, RSO 1990;
3. The content and requirements of this Request for Expression of Interest document have been read and understood.
4. The following Addenda, if any, have

A duly completed copy of the Proponent's submission is attached hereto.

DATED \_\_\_\_\_

SIGNATURE OF WITNESS \_\_\_\_\_

PRINTED NAME OF WITNESS \_\_\_\_\_

SIGNATURE OF AUTHORIZING PROPONENT \_\_\_\_\_

PRINTED NAME AND TITLE \_\_\_\_\_



# APPENDIX 1 – PROPERTY INFORMATION

## 1. Introduction

The Municipality of Arran-Elderslie is seeking qualified proponents for the purchase and re-development of the municipally owned property commonly referred to as “Old Paisley Library” located at 274 Queen Street North Paisley, ON. (“the Property”)

## 2. Property Description and Information

The following is a description of the Property

Address:	274 Queen Street North Paisley, ON
Legal Description:	LT 1 W/S QUEEN ST N PL 255 (SUBDIVISION OF LT 2 PL 58); PT LT 2 W/S QUEEN ST N PL 255 (SUBDIVISION OF LT 3 PL 58); PT LT 2 PL 58 AS IN R54158 EXCEPT PT 1, 3R6818; ARRAN-ELDESLIE PIN: 33242-0186(LT)
Site Area	0.145 acres
Building Gross Floor Area	918 sq.ft
<a href="#">Official Plan Designation:</a>	Central Business District –
<a href="#">Zoning By-Law:</a>	Central Business District – C1
Servicing:	Utility services (water and sanitary) are present

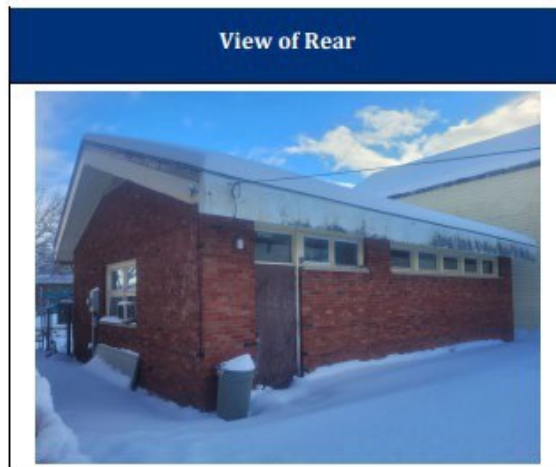
## 3. Official Plan and Zoning Implications

Future uses of the Property may require any of the following: Official Plan Amendment, Zoning By-law Amendment, and Site Plan Agreement. The Proponent shall be solely responsible for ensuring that any future uses are permitted on the Property.

The successful Proponent will be responsible for securing any approvals required for the proposed development, including (without limitation) approval of a site plan application. Required approvals will depend on the nature and scope of the proposed development and agreed upon procurement option. The Municipality will not pre-approve applications as part of the EOI process. A successfully negotiated agreement will not constitute the Municipality’s approval of any proposed development. All planning applications will be processed independently and on their merits. All costs related to the planning approvals process will be borne by the proponent.

The Municipality may consider negotiating terms that are favorable for the buyer which would make the sale conditional on the successful on the buyer obtaining, at its sole cost and effort, successful planning approvals on the Property for its intended future use prior to transferring title to the Property.

## 4. Property Photos



View of Interior



View of Interior



View of Kitchen area



View of Electrical



View of Washroom



View of Newer Heater



View of Newer Window



View of Fenced Yard



## **APPENDIX 2 – GENERAL CONDITIONS**

### **1. Eligible Proponents**

Proponents shall be qualified individuals, legally incorporated entities, or groups formed by such means as joint ventures with a demonstrated history of projects of similar scope and size.

### **2. Cost of Submission**

The proponent shall bear all costs associated with the preparation and submission of the EOI, and the Municipality will in no case be responsible or liable for those costs.

### **3. Indemnification**

Each proponent shall indemnify and hold harmless the Municipality, its officers and employees from and against any and all liabilities, claims, demands, loss, cost, expenses, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property caused by any acts or omissions of the Proponent, its officers, agents, employees or other persons for whom the Proponent is legally responsible.

### **4. Clarification of Proposal Documents and Addenda**

A prospective proponent requiring any clarification of the solicitation documents may raise their inquiries through the Municipal Contact listed in this document no later than February 28, 2025 4:00 pm. The response will be made in writing to any request for clarification by way of a published addendum no later than March 7, 2025 4:00 p.m. If a question is received later than the inquiry deadline, the Municipality may respond, but it is not obligated to provide a response. In addition, no later than twenty-four (24) hours prior to the deadline for submissions, the Municipality may, for any reason, amend the solicitation documents.

Amendments and changes to this Proposal prior to the closing date and time stated herein will only be in the form of written Addenda and said Addenda will be issued by the Municipality. Wherever possible, addenda will be issued at least three (3) business days prior to the deadline for the submission of proposals.

Addenda will be posted on the Municipality's website. It is the Proponents sole responsibility to check this website regularly to inform itself of any posted Addenda. The Municipality makes no promise or guarantee that Addenda will be delivered by any means to any proponent. By submitting a proposal in response to the Request for Expression of Interest, the proponent acknowledges and agrees that addenda shall be posted on the Municipal website and it is the sole responsibility of the proponent to check the website for said addenda. Any submission that does not acknowledge receipt of addenda may be considered as incomplete if the failure to acknowledge may have resulted in a material impact on the Proponent's submission.

### **5. Clarification of Submissions by Municipality**

To assist in the examination, evaluation and comparison of submissions, the Municipality may, at its discretion, ask the proponent for clarification of its submission, without obligation to contact any other proponent. The request for clarification and the response shall be in writing and no change in substance of the submission shall be sought, offered or permitted.

## **6. Freedom of Information**

The Municipality is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, as amended (“MFIPPA”) with respect to, and protection of, information under its custody and control. Accordingly, all documents provided to the Municipality by the proponent pursuant to this document may be available to the public unless the party submitting the information requests that it be treated as confidential.

Any specific scientific, technical, commercial, proprietary, intellectual or similar confidential information, the disclosure of which could cause them injury or damage may be identified as confidential. Proponents are encouraged to place all such details and information within a separate section of their submission. Complete proposals are not to be identified as confidential.

## **7. Accessibility for Ontarian’s with Disability Act, 2005**

The proponent’s attention is drawn to the regulations issued under the *Accessibility for Ontarians with Disabilities Act*. The Proponent acknowledges that they will comply with the Act as it relates to the completion of this project.

## **8. Liability**

This EOI is not intended to create a bid contract. The Municipality is not liable to pay any costs or expenses of any kind whatsoever of any proponent or to reimburse or compensate a proponent for costs or expenses of any kind whatsoever in respect of its participation in this EOI process, regardless of the steps taken in the course of the EOI process or the outcome of the EOI process. The EOI process includes subjective judgments and negotiations and, as such, the Municipality may not treat all proponents equally or identically.

- 1.