

THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE

EXPRESSION OF INTEREST (“EOI”)

FOR THE LEASE AND DEVELOPMENT OF: THE FIRE HALL AT 707 QUEEN STREET, KINCARDINE, ONTARIO ALSO KNOWN AS 7078 DURHAM MARKET STREET SOUTH, KINCARDINE, ONTARIO

Legal Description: Part of Part Durham Market Square Plan Kincardine designated as Parts 2 & 3 on Plan 3R2164, Municipality of Kincardine being Part of P.I.N. 33313-0551(LT)

Reference #: EOI CS-2025-12

EOI Issue Date:	August 8, 2025
EOI Closing Date and Time:	<i>Submissions to be received by 2:00 p.m. local time on Tuesday, September 2nd, 2025</i>
EOI Closing Location:	Via email to: clerk@kincardine.ca Municipality of Kincardine
Contact:	Municipal Clerk
Notice:	Late Submissions will not be accepted

1. PURPOSE OF THIS EXPRESSION OF INTEREST

- 1.1 *The Corporation of the Municipality is seeking Expressions of Interest from interested parties wishing to lease and develop the garage bays, former Fire Hall attached to the Kincardine Arts Centre located at 707 Queen Street, Kincardine, Ontario.*
- 1.2 *The Respondent must submit an Expression to be considered for the lease and development of this property.*
- 1.3 *The legal description of the property is as follows:*
Part of Part Durham Market Square Plan Kincardine designated as Parts 2 & 3 on Plan 3R2164, Municipality of Kincardine being Part of P.I.N. 33313-0551(LT)
- 1.4 *The current civic address is: Part of 707 Queen Street, Kincardine, Ontario*

- 1.5 *This is an Expression of Interest. No contractual obligations whatsoever will arise between the Municipality and any Respondent who submits an Expression in response to this EOI until and unless Municipal Council directs the Municipality and Respondent to enter into a formal, written contract for the Respondent to lease the fire hall located at the property identified in this EOI.*
- 1.6 *The Respondent acknowledges that the fire hall at the subject property is being leased by the Municipality on an “as is” basis.*

2. DEFINITIONS

- 2.1. *“Council” means the elected Mayor and Council of The Corporation of the Municipality of Kincardine*
- 2.2. *“EOI” means this expression of interest.*
- 2.3. *“Expression” means an expression of Interest prepared by a Respondent in response to this EOI.*
- 2.4. *“Municipality” means The Corporation of the Municipality of Kincardine*
- 2.5. *“Property” or “lands” means the property listed in Section 1.3 of this EOI.*
- 2.6. *“Public Authority” means any government agency, commission, or other authority exercising an executive, legislative, regulatory, or administrative function.*
- 2.7. *“Respondent” means a party who is participating in this EOI process.*

3. PROPERTY OVERVIEW

- 3.1. The interior square footage is approximately 2000 square feet in size and is located at the intersection of Queen Street and Durham Market Street South. The property is located in the main commercial area of Kincardine and has a beautiful view of Lake Huron.
- 3.2. The property has municipal water, sewer, and stormwater services available for connection. The property has Frontage onto Queen Street and Durham Market Street South and can be accessed through a driveway; however, no parking is permitted on the driveway.
- 3.3. The property was previously used as a fire hall and is currently used for a woodworking group and production development for local production plays.
- 3.4. The property is zoned as General Commercial “C1” in the Municipality’s Zoning By-Law. Usage for non-residential could include anything commercial to enhance and provide vitality to the downtown core.
- 3.6 The property is subject to the heritage by-law of the Municipality.

3.6.1 For a Google Street View of the location, Click Here.

https://www.google.com/maps/place/707+Queen+St,+Kincardine,+ON+N2Z+1Z7/@44.1748798,-81.6361178,331m/data=!3m1!1e3!4m6!3m5!1s0x8828512e270caf1d:0xbb54d41319732467!8m2!3d44.1749057!4d-81.6364746!16s%2Fg%2F11nntq7s6p?entry=ttu&g_ep=EgoyMDI1MDcwNy4wIKXMDS oASAFQAw%3D%3D



4. PROPERTY INSPECTION

Prior to submitting a proposal, Respondents are invited to visit the property in order to familiarize themselves with the site conditions and the surrounding area. Site visits shall be scheduled through the Department of Community Services and undertaken at the Respondent's own risk. The Municipality assumes no responsibility for any damage or loss that may occur as a result of accessing the property.

Scheduled group walk throughs are available on:

Thursday, August 14th at 2:00 PM

Friday, August 15th at 10:00 AM

Respondents must pre-register by Wednesday August 13th at 12:00 noon by emailing recreation@kincardine.ca

Prior to submitting a proposal, Respondents should also familiarize themselves with the Official Plan, Zoning By-Law provisions and other by-laws of the Municipality that may apply to the property. Without limiting the above, by submitting a proposal, the Respondents are acknowledging that the heritage by-law(s) of the Municipality applies to the property. All proposals must comply with the by-law(s) of the Municipality to be eligible for acceptance by the Municipality.

By submitting a proposal, Respondents represent and warrant that they have visited the site to make their own determinations as to the existing conditions and those likely to be encountered in the future should their proposal be accepted. In any event, by submission of a proposal, each Respondent warrants that they have been afforded such an opportunity and shall accept any condition that may be encountered on the lands.

5. POSSIBLE SELECTION OF RESPONDENT

The Municipality will consider all proposals received and may enter into discussion with one or more Respondents, without such discussions in any way creating a binding contract between the Municipality and any such Respondent.

The Municipality reserves the right to request additional information and/or verbal information from Respondents and/or other parties and to independently verify any information received.

It is important to note that as this is an EOI, the highest bid will not necessarily be selected. Please see item Process of Submitting an EOI below regarding selection criteria.

Once staff has reviewed all proposals, a Staff Report with recommendations will be submitted to Municipal Council for consideration. No contract can be entered into by the Municipality without the approval of Municipal Council, which has the sole legal authority to commit the Municipality to any contract or other legal obligation. Council may elect to accept, reject or modify Municipal staff's recommendations.

No contractual, tort or other legal obligations are created or imposed on the Municipality or other individual, officer or employee of the Municipality by the request for documentation or by submission or consideration of any proposal by the Municipality.

All proposals must comply with the by-law(s) of the Municipality to be eligible for acceptance by the Municipality.

There will be no binding agreement with the Municipality, unless and until a formal written contract and/ or lease has been negotiated, agreed to, and executed by the Municipality and the successful Respondent. In its sole and absolute discretion, the Municipality has no obligation to accept any proposals. For further clarification, the Municipality may reject any and all proposals for any or no reason and may at any time cancel this EOI by addendum and has a further right, prior to the fully executed lease and/ or contract, to decide not to lease the Property without liability for any loss,

damage, cost or expenses incurred or suffered by any Respondent as a result of such cancellation. If the Municipality cancels this EOI, the Municipality may issue a new EOI at any time or enter into discussions or negotiations with any party for the leasing of the Property.

Preferred submission will be requested to provide an Architectural Review to determine the feasibility of the facility for their proposed used.

6. PROCESS OF SUBMITTING AN EOI

Each response received by the Municipality of Kincardine through this EOI process will be reviewed and scored based on the expression evaluation criteria included below. The Respondent with the most attractive proposal will be required to enter into a lease with the Municipality prior to commencing development.

Cover: (Pass/Fail)

Cover page or title page. Should include Respondent Name and project title “707 Queen Street/7078 Durham Market Street South Expression of Interest”. The Respondent’s contact information including, name, address, phone number and email should be included on this page as well.

Summary: (45 Points)

The summary should be a maximum of two (2) pages and provide the Municipality with a high-level overview of your proposed development in a completed state, including how the proposed use adheres to the Official Plan, and Zoning By-law. This section should also include the economic benefit of the proposed development to the community and information pertaining to job creation/attraction and or business creation/attraction.

Statement of Qualifications: (35 Points)

This section should be a maximum of two (2) pages and include the qualifications the Respondent possesses to ensure the proposed project will be successfully completed as described within the summary. Additionally, this section should provide the Municipality with a general background and nature of the Respondent’s proposed business and previous experience.

Lease: (20 Points)

This section should be a maximum of two (2) pages and include the Respondent’s lease payments for the property (base rent and additional rent), renovations or Tenant’s Work, proposed Term of the lease, estimated commencement date of the lease and other lease terms and conditions. Ideally the term shall not be less than 2 years with renewal after 10 years. Include the proposed duration of a construction phase. This section should also include details regarding the financial capability of the Respondent to ensure the lease

described within the summary has sufficient financial support. HST is applicable to any leasing of this property and should be confirmed payable in this section.

- 6.1. Proposal submissions must be submitted electronically with the subject line EOI #EOI CS-2025-12 via email to: clerks@kincardine.ca by Tuesday, September 2, 2025*
- 6.1.1. Proposals must be complete, clear, consistent, well-organized, and legible to facilitate evaluation. Expression documents shall be written in English and formatted for printing in an 8.5-inch by 11-inch format including any attachments.*
- 6.1.2. It is the responsibility of the Respondent to confirm receipt of any proposal(s).*
- 6.2. Proposals received after the closing date and time will not be accepted. Proposals will not be opened in a public forum.*
- 6.3. Questions or clarification about this EOI should be directed to the Municipality's Contact Person only. Verbal representations, promises, statements or advice made by employees of the Municipality or a member of Municipal Council regarding this EOI shall not be relied upon.*
- 6.4. All proposals must be signed by the Respondent. Any corporate Respondent must ensure that the proposal is signed by its authorized signatory or signatories.*

APPENDIX “A” – SITE PLAN CONTROL

APPENDIX “B” – ZONING

Section 18: General Commercial (“C1”)

In any C1 – General Commercial Zone, no person shall use any building, structure or land nor erect any building or structure except in accordance with the following provisions:

18.1 Permitted Uses

18.1.2 Non-Residential

- a) Assembly Hall
- b) Automobile Rental Establishment
- c) Banquet Hall
- d) Bus Depot
- e) Business or Professional Office
- f) Cannabis Sales (licensed)
- g) Child Care Centre
- h) Church
- i) Clinic
- j) Commercial College or Commercial School
- k) Convenience Store
- l) Driving Academy
- m) Dry Cleaning Establishment
- n) Fitness Centre
- o) Funeral Home
- p) Hotel or Motel
- q) Institution
- r) Laundromat
- s) Library
- t) Museum
- u) Park
- v) Parking Lot
- w) Personal Service Establishment
- x) Place of Entertainment
- y) Public Building
- z) Public Service Facility
- aa) Recreation Facility
- bb) Research Establishment/Laboratory
- cc) Restaurant – Take-out
- dd) Restaurant
- ee) Retail Store
- ff) Tavern/Bar
- gg) Vendors Market

- hh) Veterinary Clinic (Small Animal)
- ii) Uses/structures accessory to the permitted uses

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