



**KINSMEN BUILDING ADVISORY PANEL
MEETING MINUTES**

Held on Thursday, March 10, 2022 at 4:00 PM
Kinsmen Building located at 400 Stone Street North

Advisory Panel Members Present	Staff Present
Ted Lojko, Mayor	Shellee Fournier, CAO
David Osmond, Councillor	Penny Kelly, Clerk / CEMC
Jim Garrah	
Joanne Lancaster	
Chris McDonald	
Sal Snowden	
Marion Sprenger	
Sarah Johnson	
Linda McCauley	
Regrets:	
Dave Anderson, Councillor	
Jayne Curtis	

1.	Call Meeting to Order
	Mayor Lojko called the meeting to order at 4:06 PM, and; welcomed the members to the Advisory Panel. The Mayor requested that prior to the tour of the Kinsmen Building that “Presentation by Staff (Others)” be presented at this point.
2.	Disclosure of Pecuniary Interest & General Nature Thereof – None
3.	Presentations by Staff (Others)
	<p>1. Orientation: Clerk to address Panel Roles and Responsibilities, Code of Conduct, Terms of Reference, etc.</p> <ul style="list-style-type: none"> • Penny Kelly, Clerk, provided the Advisory Panel with a high-level overview of the Panel’s Terms of Reference, Code of Conduct, and Procedural By-law. • A reminder that the Accessibility Training should be completed with the Certificate of Completion forwarded to the Clerk, and; the Code of Conduct Declaration Form should also be signed and returned to the Clerk prior to the next meeting.

**It was generally agreed that all requests and supporting correspondence will be considered by the Advisory Panel during the decision-making process with respect to the future of the Kinsmen Building.

8. New Business

1. Review and Discussion of Background Reports

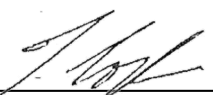
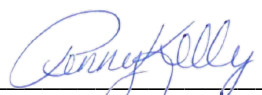
- All Kinsmen Building Advisory Panel members were emailed, prior to the meeting, and asked to review the follow background material documents in advance of the meeting:
 - CAO Staff Report and Building Condition Assessment
 - 400 Stone Street North - Highest and Best Use Feasibility Study
 - Age Friendly Action Plan
 - Community Safety and Wellbeing Plan
 - Recreation Master Plan
 - Municipal Drug Strategy
- Shellee Fournier, provided a high-level overview of the documents. It was noted that the Building Condition Assessment costs requires that the building space be leased at \$15.00/sq. ft., for the Town to breakeven. Currently, the Boxing Club leases the facility at \$5.00 /sq. ft. The lease expires in June 2022.
- The appraised value of the building is \$330,000, real estate opinion is \$475,000 and assessed by MPAC at \$480,000.
- A concern was raised regarding the short turnaround time to provide a recommendation to Council by May 1st.
 - Mayor Lojko advised that should the Advisory Panel require/recommend that the date be extended, this would be brought back to Council for consideration.
- Discussions regarding the future of the building took place, with various options on how the Panel will move forward to meet its mandate.
- The Advisory Panel generally agreed that the CAO would bring back a presentation breaking down the various options with financial figures for consideration.

2. Invited Guests/Experts – YMCA, United Way, others

- It was generally agreed that following the presentation of the options, the Advisory Panel may be in a better position to invite interested organizations/experts to discuss their insight on the building.

**At this point, Marion asked that the Panel consider the following recommendation
“THAT THE KINSMEN ADVISORY PANEL MEETINGS BE HELD BOTH VIRTUALLY AND IN-PERSON, RECORDED, AND MADE AVAILABLE THROUGH A TECHNOLOGICAL PLATFORM.”

- The Advisory Panel was informed that in order to accommodate the request the Town does not currently have the technological ability to bring the request to fruition.
- At this point, Marion withdrew the recommendation.

9.	Discussion of Additional Items – None
10.	Questions from the Media – None
11.	Next Meeting – Wednesday, March 16, 2022 at 4:30 PM – Kinsmen Building
12.	Adjournment
	<p>Moved by: Jim Garrah Be it resolved that Council hereby adjourns the March 10th, 2022 meeting at 6:12 PM.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
 <hr/> Ted Lojko, Chair	 <hr/> Penny Kelly, Clerk / CEMC