

**KINSMEN BUILDING ADVISORY PANEL
MEETING MINUTES**

Held on Monday, July 11, 2022 at 4:30 PM
at the Lou Jeffries Arena – 600 King Street East

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

1.	Call Meeting to Order
	Mayor Lojko called the meeting to order at 4:36 PM.
2.	Disclosure of Pecuniary Interest & General Nature Thereof
	**See below.
3.	Public Question(s)/Comment(s)
	<ul style="list-style-type: none"> Anne-Marie Koiner spoke to the three (3) Expressions of Interest listed on the Agenda.
4.	Disclosure of Additional Items
	1. Contractor for Kinsmen Building – Deputy Mayor Dave Anderson
5.	Approval of Minutes – Thursday, May 25, 2022
	<p>Motion #KBAP-2022-07 – Approval of Minutes – Thursday, May 25, 2022 Moved by: Councillor Dave Osmond Seconded by: Marion Sprenger BE IT RESOLVED THAT THE KINSMEN BUILDING ADVISORY PANEL ADOPTS THE MINUTES OF THURSDAY, MAY 25, 2022. <p style="text-align: right;">CARRIED – UNANIMOUS</p> </p>
	**At this point, the Chair moved to Item #8 – New Business – Review of Expression of Interest

6.	Unfinished Business – Term of Advisory Panel
	<p data-bbox="321 216 1528 285">Motion-KBAP-2022-09 – Kinsmen Building Advisory Panel – Request to Extend Term</p> <p data-bbox="321 291 1490 323">Moved by: Chris McDonald Seconded by: Marion Sprenger</p> <p data-bbox="321 327 1446 432">BE IT RESOLVED THAT THE KINSMEN BUILDING ADVISORY PANEL RECOMMENDS TO COUNCIL TO EXTEND THE PANEL’S TERM OF OFFICE FROM AUGUST 1, 2022 TO NOVEMBER 14, 2022.</p> <p data-bbox="1138 436 1523 468" style="text-align: right;">CARRIED – UNANIMOUS</p>
7.	Correspondence
	1. Gananoque Public Library
8.	New Business
	<p data-bbox="321 655 948 686">1. Review of Expression of Interest (EOI)</p> <ul data-bbox="380 695 1523 1287" style="list-style-type: none"> <li data-bbox="380 695 1523 835">• Shellee Fournier, CAO, circulated a projection spreadsheet (attached) to the Advisory Panel Members and provided an overview of the Budget Amounts, Balance and Projections, as well as the Capital and Operating costs with respect to the Kinsmen Building. <li data-bbox="380 842 1463 911">• Shellee also provided a summary of the three (3) Expression of Interested that were received. <li data-bbox="380 917 1500 949">• The Advisory Panel reviewed the three (3) Expressions of Interest submitted. <li data-bbox="380 955 1479 1136">• Each submission requested specific areas of the Kinsmen Building without overlapping usage (Boxing Club maintain its current square footage; MyFM 1,000 sq. ft., and; the Seniors Association 2,400 sq. ft.), and a recommendation to arrange a meeting with the three (3) groups may be in order to consider joint-usage (see Motion KBAP-2022-08, below). <li data-bbox="380 1142 1466 1247">• Shellee also advised that MyFM has indicated that they would be willing to offer other community groups to lease any unused space to be utilized for community events/meetings. <li data-bbox="380 1253 1089 1287">• The following recommendation was considered.
<p data-bbox="237 1335 1380 1402">**The following Advisory Panel Members declared a Conflict of Interest and refrained from voting.</p>	
<ol data-bbox="266 1409 1396 1514" style="list-style-type: none"> <li data-bbox="266 1409 1396 1440">1. Mayor Lojko due to his direct association with the Seniors Association. <li data-bbox="266 1446 1170 1478">2. Linda McCauley is a member of the Seniors Association. <li data-bbox="266 1484 1360 1514">3. Sarah Johnson member of the Thousand Islands Youth Boxing Club. 	
<p data-bbox="237 1520 737 1551">**Mayor Lojko vacated the Chair.</p>	
<p data-bbox="237 1558 862 1589">**Deputy Mayor Anderson took the Chair.</p>	
	<p data-bbox="321 1627 1453 1696">Motion-KBAP-2022-08 – Expression of Interest (EOI) – Set-Up Meeting with Proponents</p> <p data-bbox="321 1703 1503 1810">Moved by: Chris McDonald Seconded by: Sal Snowden BE IT RESOLVED THAT THE KINSMEN BUILDING ADVISORY PANEL DIRECTS THE CHIEF ADMINISTRATIVE OFFICER (CAO) AND DEPUTY MAYOR</p>

400 Stone St 2022 Operating Expenses							
Acct Code	Account Name	Budget Amount	Balance	Projection			
1-5-19085-5324	Building Maintenance	\$ 4,000	\$ -				
1-5-19085-5331	Hydro	\$ 1,985	\$ 1,311.13	\$ 3,933.39			
1-5-19085-5332	Natural Gas	\$ 3,500	\$ 2,964.13	\$ 7,113.91			
1-5-19085-5333	Water / Wastewater	\$ 2,800	\$ 928.22	\$ 3,712.88			
1-5-19085-5400	Contracted Services	\$ 4,000	\$ 142.46	\$ 4,000			
1-5-19085-5405	Insurance*	\$ 3,380	\$ 1,805.26	\$ 5,054.73	*80% Increase in Premiums		
1-5-19085-5501	Property Taxes	\$ 6,615	\$ 3,712.70	\$ 8,167.94			
		\$ 26,280.00	\$ 10,863.90	\$ 31,982.85			
Capital and Operating Costs				Operating/Yr	Capital 10 Yrs	C&O Per Yr	Per Sq.Ft
Leasee	Price/Sq. Foot	Square Feet	Per Year	\$ 31,982.85	\$ 850,057.00	\$ 116,988.55	\$ 16.71
Boxing Club	\$5.58/ft	3600	\$ 20,083.92				
MyFM	\$18/ft	1000	\$ 18,000.00				
Seniors	\$5.00/ft	2400	\$ 12,000.00				
Total Revenue			\$ 50,083.92				
Total Expenses			\$ 116,988.55				
Total Profit/(Loss)			-\$ 66,904.63				
Proponent	Term	Utilities	Leasehold	Paid By			
Boxing Club	5 years +	Included	Not Applicable	N/A			
MyFM	5 years +	Included	\$35,000	MBC			
Senior Centre	Unknown	Included. Would pay for hydro	Unknown	Seniors			