

## 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)							
	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							
	Motion #KBAP-2022-07 – Approval of Minutes – Thursday, May 25, 2022Moved by:Councillor Dave OsmondSeconded by:Marion SprengerBE IT RESOLVED THAT THE KINSMEN BUILDING ADVISORY PANEL ADOPTSTHE MINUTES OF THURSDAY, MAY 25, 2022.CARRIED – UNANIMOUS							
	this point, the Chair moved to Item #8 – New Business – Review of Expression							
Of	Interest							

6.	Unfinished Business – Term of Advisory Panel
	Motion-KBAP-2022-09 – Kinsmen Building Advisory Panel – Request to Extend Term Moved by: Chris McDonald Seconded by: Marion Sprenger
	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. CARRIED – UNANIMOUS
7.	Correspondence
	1. Gananoque Public Library
8.	New Business
**Tb	<ol> <li>Review of Expression of Interest (EOI)         <ul> <li>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> <li>Shellee also provided a summary of the three (3) Expression of Interested that were received.</li> <li>The Advisory Panel reviewed the three (3) Expressions of Interest submitted.</li> <li>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> <li>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> <li>The following recommendation was considered.</li> </ul> </li> </ol>
	e following Advisory Panel Members declared a Conflict of Interest and rained from voting.
	Mayor Lojko due to his direct association with the Seniors Association.
	Linda McCauley is a member of the Seniors Association. Sarah Johnson member of the Thousand Islands Youth Boxing Club.
**Ma	yor Lojko vacated the Chair.
**De	puty Mayor Anderson took the Chair.
	Motion-KBAP-2022-08 – Expression of Interest (EOI) – Set-Up Meeting with Proponents
	Moved by:Chris McDonaldSeconded by:Sal SnowdenBE IT RESOLVED THAT THE KINSMEN BUILDING ADVISORY PANEL DIRECTSTHE CHIEF ADMINISTRATIVE OFFICER (CAO) AND DEPUTY MAYOR

	ANDERSON TO CALL A MEETING WITH THE THREE EXPRESSION OF INTEREST (EOI) PROPONENTS TO SEEK THEIR INTEREST IN DISCUSSING SHARED USED OF THE FACILITY. CARRIED – 4 Ayes, 2 Nays							
**At	this point, Mayor Lojko resumed the							
9.	Discussion of Additional Items							
	<ol> <li>Contractor for Kinsmen Building – Deputy Mayor Dave Anderson         <ul> <li>Deputy Mayor Anderson suggested that the Advisory Panel consider recommending to Council to approve the hiring of a contractor to review the building condition assessment and that the contractor provide a "realistic" dollar amount for capital improvements, as the estimated amount of \$850,00 is not acceptable.</li> <li>The Advisory Panel discussed the matter.</li> <li>Marion requested that the following be added: "AND FURTHER THAT THE CONTRACTOR INCLUDE BUILDING CODE COMPLIANCE AS IT RELATED ACCESSIBILITY IN THE RECOMMENDATION".</li> <li>Councillor Osmond recommended that an upset limit be included in the recommendation.</li> </ul> </li> </ol>							
	•	with respect to the upset limit for a contractor recommendation being presented to Council for						
	Motion-KBAP-2022-10 - Contractor for Kinsmen Building Moved by: Deputy Mayor AndersonSeconded by: Sal Snowden BE IT RESOLVED THAT THE KINSMEN BUILDING ADVISORY PANEL RECOMMENDS TO COUNCIL THE HIRING OF A LICENSED CONTRACTOR TO REVIEW THE BUILDING CONDITION ASSESSMENT (INCLUDING A SITE INSPECTION) TO PROVIDE A REALISTIC AMOUNT FOR CAPTIAL IMPROVEMENTS ON THE KINSMEN BUILDING,							
	AND FURTHER, THAT THE CONTRACTOR INCLUDE BUILDING CODE COMPLIANCE AS IT RELATES TO ACCESSIBILITY IN THE RECOMMENDATION. CARRIED – UNANIMOUS							
10.	Questions from the Media – None							
11.	Next Meeting – At the Call of the Cl	nair						
12.	Adjournment							
	<b>Moved by:</b> Councillor Osmond Be it resolved that Council hereby adjourns the July 11 <sup>th</sup> , 2022 meeting at 5:54PM. <b>CARRIED – UNANIMOUS</b>							
Ted I	_ojko, Chair	Penny Kelly, Clerk / CEMC						

400 Stone St 2	2022 Operating Ex	penses									
Acct Code	Account Name	3udget 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				
		\$ 26,2	80.00	\$	10,863.90	\$	31,982.85				
Capital and Ope	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/(Los	SS)			<mark>-\$</mark>	66,904.63						
Proponent	Term	Utilities		Le	asehold	Pa	id By				
Boxing Club	5 years +	Included		Not Applicable							
MyFM	5 years +	Include			\$35,000	MBC					
		Include Would p									
Senior Centre	Unknown	, for hydr	•	Unknown		Se	niors				
Senior Centre	Senior Centre Unknown  for hydro  Un		iknown	Se	niors						