

**Minutes of the General Government Committee Meeting**

**Held on Tuesday, May 27, 2014 at 7:30 p.m.**

Present: Jack Clark, Chairperson  
Ron Lane  
Scott McDougall, Citizen Representative  
Annette Clarke, CAO/Clerk

Others: Ken Blodgett, Owner CYC Inc.

**1. Addition to Agenda**

*Moved by Ron Lane*

*Seconded by Scott McDougall*

***THAT the following be added to the May 27, 2014 General Government Agenda:***

***Item 5 viii) By-law Officer Report***

***Item 6ii) Property matters***

***Carried***

**2. Disclosure of Pecuniary Interest**

None declared. It was noted that Ken Blodgett was in attendance as owner of CYC Inc. to negotiate his lease not in his capacity as a councillor.

**3. Adoption of the Minutes of April 29, 2014 Meeting**

*Moved by Scott McDougall*

*Seconded by Ron Lane*

***THAT the minutes of the April 29, 2014 Meeting be adopted as presented.***

***Carried***

**4. Business Arising out of the Minutes**

- i) **8 Dawson Street** – Rob Dearing has conducted a site inspection and will be providing quotations for the purpose of applying for grants. Rob will be paid \$100.00 for this service as per an existing resolution.
- ii) **Canadian Yacht Charters Inc. Lease** - Ken Blodgett, Owner of Canadian Yacht Charters Inc. in attendance. A draft lease agreement was circulated to all members of the committee and Ken Blodgett. Everyone went through the lease on a line by line basis. Following information was added/changed:
  - a) Correction to legal name;
  - b) Correction to property description – remove Water Street;

- c) Lease amount was discussed. It was agreed that the lease for 2014 should be increased the same as the other commercial leases. This is 2%. Committee also indicated that a per square footage calculation should be indicated in the lease based on the interior leased space;
- d) Section 3.3 was changed to include the dockage rate for 2014. Rate to be negotiated on an annual basis;
- e) Section 4.0 Renewal time frame established as six months;
- f) Section 6.0 Termination time frame established as six months;
- g) Section 7.0 Landlord changed to Lessee;
- h) Section 8.0 Internet removed
- i) Section 9.0 through 21.0 renumbered based on removal of 8.0
- j) Section 9.0 addition/change of
  - i) "The Lessor agrees to provide janitorial supplies ie. Cleaning supplies, equipment, toilet paper, paper towels."
  - ii) "clean the washrooms/shower facilities with the exception of mopping/scrubbing the floors located adjacent to the leased premises."
- k) Section 18.0 removal of "The Lessee shall also maintain Tenant Legal Liability Insurance.

These changes will be made and a final copy presented to Council.

***Moved by Ron Lane***

***Seconded by Scott McDougall***

***THAT the General Government Committee recommends to Council that the Canadian Yacht Charters Inc. lease agreement be adopted as amended.***

***Carried***

**iii) Gore Bay Brochure**

Discussion ensued regarding the draft Gore Bay Brochure. Following changes made:

- a) Look for better Gore Bay Pic for front cover. Move the Gore Bay Pic to the bottom of the page.
- b) Look for better Theatre pic;
- c) Add Santa Claus Parade under the parade pic;
- d) Add Janet Head Lighthouse to the list of Points of Interest

Once changes made go ahead and have Expositor print the brochures.

**5. Correspondence**

- i) **Kevin Woestenenk** – this matter was moved to In camera
- ii) **Manitoulin Navy League re: Request for Support** – does not meet donation criteria. Accepted as information.

- iii) **Ken Blodgett re: Tourist Information Centre** – discussion ensued. Committee agreed a sign would be beneficial to direct visitors to the proper location. People are currently going to the Harbour Centre.

*Moved by Ron Lane*

*Seconded by Scott McDougall*

***THAT the General Government Committee approve the purchase of a chloroplast sign to advertise the Visitor Information Centre at CYC up to a maximum of \$100.00 plus tax;***

***FURTHER Ken Blodgett is responsible for ordering the sign and having the bill forwarded to the Town of Gore Bay.***

*Carried*

## **6. New Business**

### **i) Status of Asset Management & Software Programming**

It was noted that both these items are progressing. Currently at Request for Proposal stage for Asset Management. Training has started and further training this week in areas of Payroll and Taxes. Working on entry of General Ledger accounts/codes. This is a time consuming process but will be well worth it when completed.

### **ii) Auditing Services Tender – Tabled**

### **iii) Insurance Provider Tender – Tabled**

- iv) **Signage Report** – no formal report provided. Annette advised that herself and Ruby Croft have been meeting with Laird Signs regarding the design for the Welcome to Gore Bay sign. A draft of the sign was presented to the Committee. Everyone liked the sign. Laird is also working on the signs for the Harbour Centre, Marina and Community Hall.

*Moved by Scott McDougall*

*Seconded by Ron Lane*

***THAT the General Government Committee recommends to Council that the sign design prepared by Laird Signs for the Welcome to Gore Bay sign be approved subject to the cost of the sign falling within the budgeted figure of \$20,000.00 and the sign design being approved by the generous donor paying for the sign.***

*Carried*

- v) **Joint/Bulk Purchasing** – no formal report presented. General discussion regarding whether or not this was an idea to pursue. Committee agreed that staff should do some research and report back to Committee.

- vi) **Pavilion 2<sup>nd</sup> Floor Space** – other uses - discussion ensued. Given the fact, it is late in the season and the likelihood of finding a tenant for the summer is low, the committee discussed other possible options for uses for this season. Some ideas included renting out the space to the public for special events, ie. Weddings, anniversaries, showers, birthday parties etc. Will discuss further with Council. As well, Annette was asked to contact Nicole to see whether or not the museum might be able to utilize the space ie. Artisan displays, art/craft shows, etc.  
Discussion ensued regarding the current status of the current lease holder of the second floor. Annette advised that errors had been made with respect to the pavilion taxes for 2011, 2012, 2013. In fact, neither tenant had been billed taxes.

*Moved by Ron Lane*

*Seconded by Jack Clark*

***WHEREAS the current lease agreements for both tenants in the Red Roof Pavilion indicated they are responsible for payment of taxes;***

***AND WHEREAS the tax department failed to bill out these taxes for 2011,2012 and 2013;***

***THEREFORE BE IT RESOLVED THAT the General Government Committee recommends to Council that the taxes for the first and second floor of the Red Roof Pavilion for the years 2011, 2012, 2013 be forgiven for both tenants in the building.***

*Carried*

- vii) **Seniors Housing Development Plans** – moved to in camera
- viii) **By-law Officers Report** – report circulated to the Committee. Committee asked for a further report outlining status of property standards.

## 7. In Camera

*Moved by Ron Lane*

*Seconded by Scott McDougall*

***THAT the General Government Committee enter an in camera session at 10:03 p.m. to discuss the following:***

- i) ***Staff Wages***  
ii) ***Personal matters; Property acquisition/disposition***

*Carried*

***Moved by Ron Lane***

***Seconded by Scott McDougall***

***THAT the General Government Committee come out of in camera session at 10:43 p.m.***

***Carried***

***Moved by Scott McDougall***

***Seconded by Ron Lane***

***THAT the General Government Committee recommends to Council that the wage grid be approved as amended.***

***Carried***

Committee directed the CAO/Clerk to write a response letter to Kevin Woestenenk explaining that the Town of Gore Bay fully supports development within the Town of Gore Bay. Advise him that the Town is currently exploring development of a Community Improvement Plan which will allow Council some options with respect to assisting potential developers within the community.

**8. Other**

No items to discuss.

**9. Adjournment**

***Moved by Scott McDougall***

***THAT the General Government Committee adjourn at 10:46 p.m.***

***Carried***

Meeting adjourned.

Respectfully submitted by  
Annette Clarke, CAO/Clerk