

THE CORPORATION OF THE TOWN OF GEORGINA

COUNCIL ADDENDUM

Wednesday, November 16, 2016
9:00 AM

12. REPORTS

(2) REPORTS REQUIRING SEPARATE DISCUSSION

Report from the Recreation and Culture Department

- (G) Chamber of Commerce Temporary Location at The Link and Loan Guarantor Request

Report No. RC-2016-0040

Recommendation(s):

1. That Council receive Report No. RC-2016-0040 prepared by the Cultural Services Division, Recreation and Culture Department, dated November 16, 2016, respecting the Chamber of Commerce Temporary Location at The Link and Loan Guarantor Request.
2. That Council approve the use of Program Room 2 as the temporary location for the Chamber of Commerce for a monthly fee of \$500 plus applicable taxes and direct staff to bring forward a lease agreement for the period January 1 to April 1, 2017.
3. That Council approve the Town to be the guarantor for a loan of \$60,000 to the Chamber of Commerce in favour of South Lake Community Futures Development Corporation.

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. RC-2016-0040

**FOR THE CONSIDERATION OF
COUNCIL**

NOVEMBER 16, 2016

**SUBJECT: CHAMBER OF COMMERCE TEMPORARY LOCATION AT THE LINK AND
LOAN GUARANTOR REQUEST**

1. RECOMMENDATION:

- 1. That Council receive Report No. RC-2016-0040 prepared by the Cultural Services Division, Recreation and Culture Department, dated November 16, 2016, respecting the Chamber of Commerce Temporary Location at The Link and Loan Guarantor Request.**
- 2. That Council approve the use of Program Room 2 as the temporary location for the Chamber of Commerce for a monthly fee of \$500 plus applicable taxes and direct staff to bring forward a lease agreement for the period January 1 to April 1, 2017.**
- 3. That Council approve the Town to be the guarantor for a loan of \$60,000 to the Chamber of Commerce in favour of South Lake Community Futures Development Corporation.**

2. PURPOSE:

The purpose of this report is to seek Council's approval for the Chamber of Commerce to use Program Room 2 (Attachment 1) at The Link as their temporary location, beginning on January 1, 2017, and ending no later than April 1, 2017. The report also seeks approval for the Town to be the guarantor for a loan of \$60,000 from South Lake Community Futures Development Corporation to the Chamber of Commerce.

3. BACKGROUND:

The Chamber of Commerce's lease agreement for their Keswick location expires January 1, 2017. Because it is unlikely that the base building requirements for their new office at The Link will be complete before this date, the Chamber of Commerce requires a temporary office space until such work is done and they can undertake tenant improvements. Funds to renovate Program Room 2 at The Link are available in the 2016 budget and staff are seeking quotes from contractors to undertake this work in order to accommodate the Chamber of Commerce as of January 1, 2017.

4. ANALYSIS:

Staff recommends that Council approve the use of Program Room 2 as the Chamber of Commerce's temporary office for a period of no more than four months, from January 1 to April 1, 2017, and that staff prepare a short-term license agreement detailing the nature of the arrangement. Staff further recommend that the Chamber of Commerce pay a monthly license fee of \$500 plus applicable taxes for use of the temporary office space.

The Chamber of Commerce has requested that they are allowed to relocate some of their belongings to The Link prior to the commencement of their temporary license agreement, which staff believe is reasonable. Additionally, because Program Room 2 is smaller than their permanent location at The Link, the Chamber of Commerce has requested approximately 150 square feet of storage space in phase 2 for the duration of the short-term lease agreement, which staff also feel is a reasonable request.

The Chamber of Commerce has requested consideration of the temporary rental rate being incrementally reduced following the expiration date of April 1, 2017 if an extension to the agreement is required to complete the Town's capital work (ex. \$400 May 1st, \$300 June 1st). Staff believe this is a reasonable request for Council to consider, however, staff are diligently working towards meeting the April 1st date for the completion of the Town's capital work.

The Chamber of Commerce has also requested the installation of temporary signage on the outside of the building and way finding signage installed inside the facility at the Town's expense (suitable to visibility from the street and from the front door once inside the building). In support of encouraging tenancy at The Link, staff support this request in order to assist with the transition until their permanent space is ready and until the overall facility signage is complete.

Finally, the Chamber of Commerce has requested that the Town guarantee a loan from South Lake Community Futures Development Corporation in the amount of \$60,000 (Attachment 2). These funds are to be used to complete tenant improvements to Hub Space B as their permanent office space. Staff have consulted the Chamber of Commerce in the preparation of this report and they are in favour of the recommendations herein.

5. FINANCIAL AND BUDGETARY IMPACT:

The cost of renovating Program Room 2 is approximately \$15,000 and is included in the 2016 budget. Staff recommends that the Chamber of Commerce pay a monthly fee of \$500 plus applicable taxes from January to April 2017 for use of Program Room 2 as their temporary location.

The Treasurer was consulted during the preparation of this report.

6. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:

This report is available on the Town's website and upon request from the Town Clerk. Any related financial implications will be detailed in the Town's publicly advertised budget.


7. CONCLUSION:

Staff recommend that Council approve the use of Program Room 2 as the Chamber of Commerce's temporary location for a monthly fee of \$500 plus applicable taxes and direct staff to bring forward a lease agreement for the period January 1 to April 1, 2017. Staff also recommend that Council approve the Town be the guarantor for a loan of \$60,000 to the Chamber of Commerce in favour of South Lake Community Futures Development Corporation.

Prepared by:

Phil Rose-Donahoe, B.A. Hons., MMSt
Manager of Cultural Services

Recommended by:



Robin McDougall, B.A. KINE, DPA
Director of Recreation and Culture

Approved by:


for Winanne Grant, B.A., AMCT, CEMC
Chief Administrative Officer

Attachment 1 – The Link Floor Plan

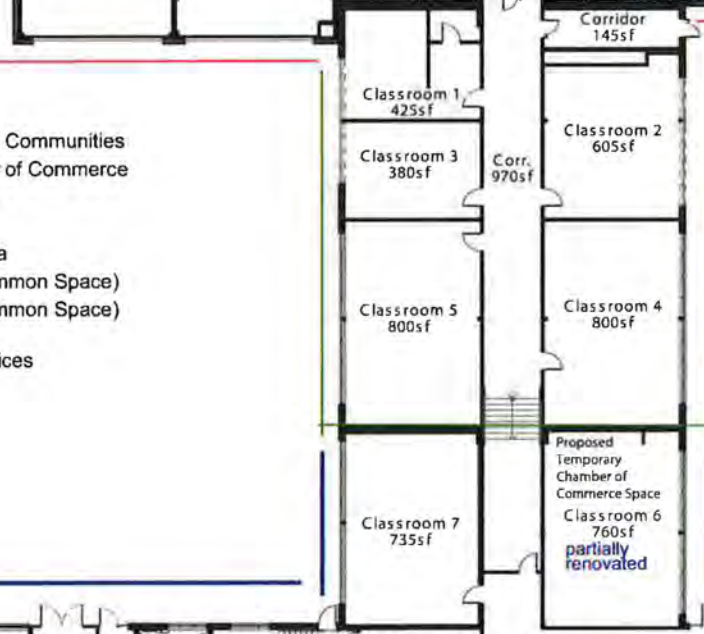
Attachment 2 – Letter from Chamber of Commerce requesting the Town guarantee a loan from South Lake Community Futures Development Corporation



Phase 3

Occupancy:

- Hub Space A: Routes Connecting Communities
- Hub Space B: Georgina Chamber of Commerce
- Hub Space C: Hospice Georgina
- Hub Space D: Vacant
- Kitchen: GTTI & Town of Georgina
- Classroom 7: Meeting Rm. 1 (Common Space)
- Classroom 6: Meeting Rm. 2 (Common Space)
- Studio 1: Memme Construction
- Classroom 5: Jericho Youth Services



Phase 2

Phase 1 : 19,285 sq.ft.
11,340 sq.ft. fully renovated
7,945 sq. ft. partially renovated



1

Room Areas Diagram

Scale: 1:300

The Link

GEORGINA Chamber of Commerce

430 The Queensway South Keswick, ON L4P 2E1

Tuesday, November 8, 2016

26557 Civic Centre Road
Keswick, ON
L4P 3G1

To Mayor Margaret Quirk and Members of Council:

As you know, the Georgina Chamber of Commerce is in the process of moving out of its current location on The Queensway South in Keswick to its new home at The Link in Sutton. In order to cover the cost of renovations, the Chamber is seeking a loan from Southlake Futures CFDC in the amount of \$60,000 to help with the associated costs to renovate our space and provide furniture and shelving to meet the needs of our organization.

We are kindly asking the Town of Georgina to guarantee the loan that is being requested from Southlake Futures CFDC, so we can continue our journey to The Link. The Loan will be submitted (and hopefully approved) in December, in time for us to begin construction in early 2017, once the HVAC has been completed. If this request is approved by council, we ask that a letter be prepared stating the approval so it may be accompanied with our loan request.

Our new home will feature a small conference area and desks for our business members. Shelving and displays will allow visitors easy access to information about our members and the services they provide. They will also house all kinds of tourism brochures and guides (both local and provincial). In addition, there will be an area for event listings and volunteer opportunities. We are eagerly looking forward to the completion of our space so we can truly be a source of information and resource to the residents of Georgina.

Should you have any questions, please do not hesitate to contact me. We are looking forward to completing this project and finally moving into our new home.

Sincerely,



Robin Smith
Chair, Board of Directors
Georgina Chamber of Commerce