

## **POSTING #2**

### **AGENDA**

Administration Offices Committee

Thursday, August 29th, 2019  
10:00am – Fire Hall

1. Consent to Agenda
2. Review Council discussion at CoC of August 26<sup>th</sup>
3. Staff Report availability to citizens
4. Discussion Report #2
  1. Insurance Review
  2. Alternative Council Chamber locations
  3. Alternatives for the interim period
  4. Draft advertisement for properties
5. New Business – (issues to be addressed at next meeting)
6. Next Meeting Date
7. Adjournment

### **DISCUSSION REPORT #2**

#### **1. Insurance**

Head office for Frank Cowan Company (Ontario) was contacted regarding our coverage for the Montague Office loss. The replacement coverage for the building is capped at \$978,000. Content coverage is yet to be settled. An initial payment of \$100,000 was received based upon a preliminary estimate of computers, file cabinets, etc. A further submission on detailed inventory is yet to be submitted and any payment will be based on comparable equipment. The trailer rental is covered up to August 2020 and if they know the end date, they may consider extending that timeframe.

The insurers are open to covering an additional trailer or renting an office space which may require temporary furnishings and moving expenses. As a general principle, the insurers are obligated to “cover all costs required to operate as NORMALLY as possible”.

#### **2. Council Chamber Locations**

The Town has currently been using the Wellness Centre, the Lower Montague Community Office, the Georgetown Council Chambers and the King's playhouse community hall. The Georgetown Chambers is small and lacks accessibility. The Wellness Centre is back in full operation and unavailable over the winter. The Lower Montague Community Centre remains viable. Unfortunately contact with Hayley Sabo has not occurred as of sending this report. Follow up will be made to determine availability and rental cost if the Committee would like to consider the site.

It is important to have a location that the community can rely on without having to check the web site or notice board. This will avoid possible confusion and grounds for complaints/repeat meetings etc.

### **3. Alternative Space – Short Term**

*This topic is confidential*

### **4. Advertisement**

In retrospect of the discussion at the last meeting, the Committee is requested to reconsider the benefit of advertising for a vacant property. Unless there are concerns with the existing site, or there are thoughts that another property would be less expensive than the sale of the current site, it seems more logical to use the present site. The Committee's direction is sought.

Dependent upon the above discussion, the contents of the advertisement would be as follows:

**The Town of Three Rivers is seeking a response from property owners prepared to sell land to the municipality that meets the following mandatory requirements:**

**Minimum lot size – 20,000 square feet**

**Minimum off-street parking – 15 spaces**

**Fully serviced**

**Property located on a major artery**

**Interested parties are asked to respond IN CONFIDENCE providing the following information:**

- **Property description (address and size)**
- **Description of building on site**
- **Availability date of property without encumbrances to title or lease agreements**

**Price will be discussed after determining the preferred site(s) that meet the qualifications.**

**The site will be considered for the new Administration Offices. The former Montague Town Hall site remains as a viable alternative.**

**Please respond in a sealed enveloped marked CONFIDENTIAL by no later than September \_\_\_\_\_, 2019 to:**

**Jill Walsh, CAO  
24 Queens Road  
P.O. Box 546  
Montague, PE  
COA 1R0**

*NB this ad was modified by the Committee by including property with buildings at a minimum lot size of 5,000 sq ft*