

**MINUTES**  
**Town of Three Rivers**

**Administration Offices Committee**  
**August 23<sup>rd</sup>, 2019**  
**Fire Hall - Montague**

Committee Members: Mayor E. MacAulay, Chairperson  
Deputy Mayor D. Johnston  
Councillor C. Jenkins  
Councillor R. Nicholson

Staff Present: Roy Main (Special Advisor)

1. Mayor MacAulay, as Chair of the Committee called the meeting to order at 4:00pm
2. Agenda approved as forwarded
3. Vice Chair – Councillor Nicholson was appointed as Vice Chair of the Committee to act in the absence of the Chair.
4. Review of Terms of Reference – The Committee reviewed the Terms of Reference as approved at the August 12<sup>th</sup> meeting of Council.
5. Discussion Paper – The Committee reviewed the Discussion Paper as prepared by Roy Main. The Paper addressed the following matters: decisions of Council to Date, the Insurance settlement, basic needs for the Montague Administration Offices, other Municipal Office comparisons (Cornwall and Stratford), preliminary site investigations (CONFIDENTIAL), the need for an interim solution pending decision and construction of new offices, the Georgetown Administration Office, the impact on operating two Administration offices and the staff intentions to address, and next steps in the process.

The Committee agreed to establish the criteria for the Montague office and then seek a suitable location. The existing property of the former Town Hall is to remain a viable site. Minutes of all meetings are to be provided to all members of Council and all decision points are to be sent to Council for approval.

Following discussions the Committee proposed the following recommendations and directives:

**RECOMMENDATION:** That the basic needs with respect to a location be as follows:

- Location in Montague (and area) to be prominent, accessible by means of major roads and on fully serviced land
- Exterior construction or renovation, landscaping, signage etc. to reflect a sense of community pride and be a focal point for Three Rivers
- Decisions on office space should be with a minimum 25-year horizon in mind (i.e. space should include opportunity for expansion, construction/renovations should be quality and lasting)
- Any space must be fully accessible (i.e. access/egress, parking areas, general office space, hallways, washrooms, all floors etc.)
- Off street Parking on site to accommodate General Public, and ideally employees, Councillors.
- High speed internet capability with cell phone availability

**RECOMMENDATION:** that the immediate office size be approximately 6,000 square feet for the short term with expansion potential of a further 2,000 square feet, subject to architectural design

**RECOMMENDATION:** That the minimum lot size for a new building be 15,000 square feet

**RECOMMENDATION:** That the minimum available on-site parking be 15 – 20 spaces

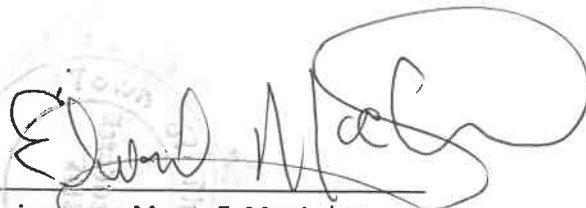
Direction was given for staff to explore alternative sites for the formal Council Chambers with the ultimate site having the potential for inclusion on the property and report back to the Committee

Direction was given to investigate alternative accommodation options for the interim period and report back to the Committee. It was noted that this may require a public search if necessary

Direction was given for the preparation of an advertisement for the Eastern Graphic for property owners to indicate IN CONFIDENCE either their vacant land or existing building/land that meets the criteria with the willingness to sell to the Town within the former Montague area.

In addition, staff was asked to enquire as to the approximate size of the former Montague Town Hall; review the insurance coverage to ascertain if coverage amount is capped and if any content coverage is outstanding; and explore other possible sites.

6. New Business - none
7. Next Meeting Date: August 29<sup>th</sup> at 10:00am in the Montague Fire Department
8. Adjournment: The Committee adjourned at 5:15pm.



Chairperson, Mayor E. MacAulay



Roy Main, Special Advisor