**THE CORPORATION OF THE TOWN OF GEORGINA**
**IN THE REGIONAL MUNICIPALITY OF YORK**

**TLC-TENANT SELECTION SUB-COMMITTEE**

**MINUTES**

November 26, 2015
9:30 a.m.
The Link

1. CALL TO ORDER

2. ROLL CALL

The following Sub-Committee members were present:

Christine Hill-Caballero, Chair
Naomi Davison, Councillor
Frank Sebo, Councillor

The following staff members were present:

Phil Rose-Donahoe, Manager of Cultural Services
Michele Vandentillaart, The Link Program Coordinator

3. APPROVAL OF AGENDA

Moved by Councillor Davison, Seconded by Christine Hill-Caballero

**RESOLUTION NO. TSSC-2015-0010**

The agenda for the TLC-Tenant Selection Sub-Committee meeting be approved as presented.

**Carried.**

4. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF - None

5. ADOPTION OF MINUTES

5.1 Minutes of the meeting held on November 5, 2015

Moved by Councillor Davison, Seconded by Christine Hill-Caballero

**RESOLUTION NO. TSSC-2015-0011**

The minutes of the TLC Tenant Selection Sub-Committee meeting held on November 5, 2015 be adopted as presented.

**Carried.**

6. CONSIDERATION OF REPORTS ON THE AGENDA

6.1 Tenant Request for Expression of Interest (REOI) Review of EOI Submissions – Follow-Up Meetings with Proponents

9:30 a.m. Community Legal Clinic of York Region (CLCYR) – Not Available

*Advisement: Sub-Committee approved questions to be e-mailed to proponent for response*

The TLC Tenant Selection Sub-Committee agreed that based on the application submitted, the questions circulated to the proponent are not vital to approval for space at The Link but need to be answered prior to entering into a licence agreement. Therefore, the recommendation to The Link Steering Committee will be conditional upon receipt of answers to those posed question made via e-mail to the CLCYR.

9:50 a.m. Jericho Youth Services

**Christine Hill-Caballero –** Why does your organization wish to move to The Link rather than your current location?
**Susan Gorman –** Because of the potential activity and hub for social services and because of the needs of families and different age groups. The need for socialization and potential for youth engagement is clear in this central location which will also enhance awareness of our organization.
**Christine Hill-Caballero –** Your application states that you won't physically be providing programming on the premises but will be enhancing your community profile, strengthening social networks among community members and partners and building community through shared events. How do you see this working?
**Susan Gorman –** We are currently funded to support our core programs and new funding requests are asking for 2017 after school programs. We need more space for these programs (currently 4000 youth are impacted by Jericho's services) such as photography engineering, media, outdoor gardening for health and wellness. We also want to collaborate on shared events with the other tenants.
**Christine Hill-Caballero –** Can you clarify how you will be partnering and/or in consultation with The Town of Georgina in regards to programming?
**Susan Gorman –** We would welcome the opportunity to be a fee-for-service entity with the Town as we were in the past but welcome collaboration with the Town to fill the gaps for service that currently exist.
**Christine Hill-Caballero** – Can you clarify your ability to pay the monthly rental fees and the necessary tenant improvements to the space you desire?

**Susan Gorman** – We have applied to Trillium for a grant to outfit the space we'd like to move into at The Link (Space A as first choice, then Space D as second choice) and should have a decision received by December 17th. We have some funds set aside to do some of the work and have already sought out quotes for the work. ($81,000 approximately) We currently pay $342/month to the Town of Georgina which includes insurance and pay $150/month for taxes and $97/month for the roof repair that occurred. We are required to provide 60 days notice at our current location.
**Christine Hill-Caballero** – What is your average traffic flow into your location?
**Susan Gorman** – We have very little traffic flow since our offices are administrative in nature at this time.

10:20 a.m. Georgina Chamber of Commerce

**Christine Hill-Caballero –** Why does your organization want to move to The Link?
**Monique Dixon –** The mandate for the Chamber of Commerce is very community oriented focusing on supporting businesses in the community and promoting events. This is a value-added location in that The Link would be a centralized location for us in order to provide services to all the businesses in Georgina. As well, Lake Simcoe is our biggest tourism asset which again is centrally located.
**Christine Hill-Caballero** – How will your current members feel about the relocation?
**Monique Dixon** – There are mixed feelings but an overall understanding of the need for us to be centrally located to best serve our member's needs.
**Christine Hill-Caballero –** How do you see your role in sharing space with other tenants in terms of The Link's Business Plan?
**Monique Dixon –** The Chamber already has established relationships with the core tenants for The Link. As well, many of our members belong to various non-profit organizations. We envision a collaboration with these partners to assist with business issues, expand our offerings of workshops and breaknets in new business trends such as social enterprise.
**Christine Hill-Caballero** – We note that your preferred space is Space B. Are you able to cover the cost for the leasehold improvements you intend to carry out?
**Monique Dixon** – We prefer Space B but all the available spaces could work and we have no concerns regarding costs to outfit the space and for the rental fees.

10:50 a.m. Routes Transportation Service

**Christine Hill-Caballero –** Why does your organization wish to move to The Link as opposed to your current location?
**Cathy Wilkinson –** The Link location would allow us to enrich the community through improved engagement. It provides the best cross-section of those in the community that may require our services. The response to our interactive

display at The Link's Grand Opening indicated a need for a more centralized location.

**Christine Hill-Caballero** – How do you see your organization collaborating with the other tenants at The Link?

**Cathy Wilkinson** – Our goal in transportation services is to work with the other tenants' clients to provide connections in order for them to access programming. For example, we could collaborate with GTTI to include their buses as an added service to schedule transportation supporting the programming schedule at The Link.

**Christine Hill-Caballero** – Can you expand on your ability to pay the monthly fees and how you will be able to absorb the cost of the space improvements you wish to make?

**Cathy Wilkinson** – Currently we pay $850 per month for 800 sq. ft. and are on a month-to-month lease. We understand that the space we'd like to be in is Space A at 955 sq. ft. which would mean higher rent but feel the hub model definitely provides opportunities to reduce our overhead through shared costs . As to the build-out of the space, we will be applying for Trillium funding early in January and are also investigating other funding sources.

**Christine Hill-Caballero –** Why are you selecting Space A as your first choice in The Link?

**Cathy Wilkinson** – This space is located at the front of the building which allows us to visually track traffic flow of pedestrians and vehicles.

Moved by Councillor Sebo, Seconded by Councillor Davison

**RESOLUTION NO. TSSC-0012**

That the The Link Steering Committee (TLC) Tenant Selection Sub-Committee recommend that the TLC obtain Council approval for staff to prepare licence agreements in accordance with The Link Business Plan and to be signed by March 31, 2016 for the following organizations that submitted an Expression of Interest for space at The Link (see Attachment 1):

1. Georgina Chamber of Commerce: Space A
2. Routes Transportation Service: Space B
3. Community Legal Clinic of York Region: Space D conditional upon receipt of answers to questions e-mailed to Dennis Bailey of the CLCYR
4. Jericho Youth Services: Classroom 5

**Carried.**

7. COMMUNICATIONS

7.1 General Information Items - None

7.2 Disposition Items - None

8. OTHER BUSINESS - None

9. MOTION TO ADJOURN

Moved by Councillor Sebo, Seconded by Councillor Davison

**RESOLUTION NO. TSSC-2015-0013**

The meeting for the TLC Tenant Selection Sub-Committee adjourned at 11:40 a.m.

**Carried.**

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Christine Hill-Caballero
Chair

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Michele Vandentillaart

Attachment 1
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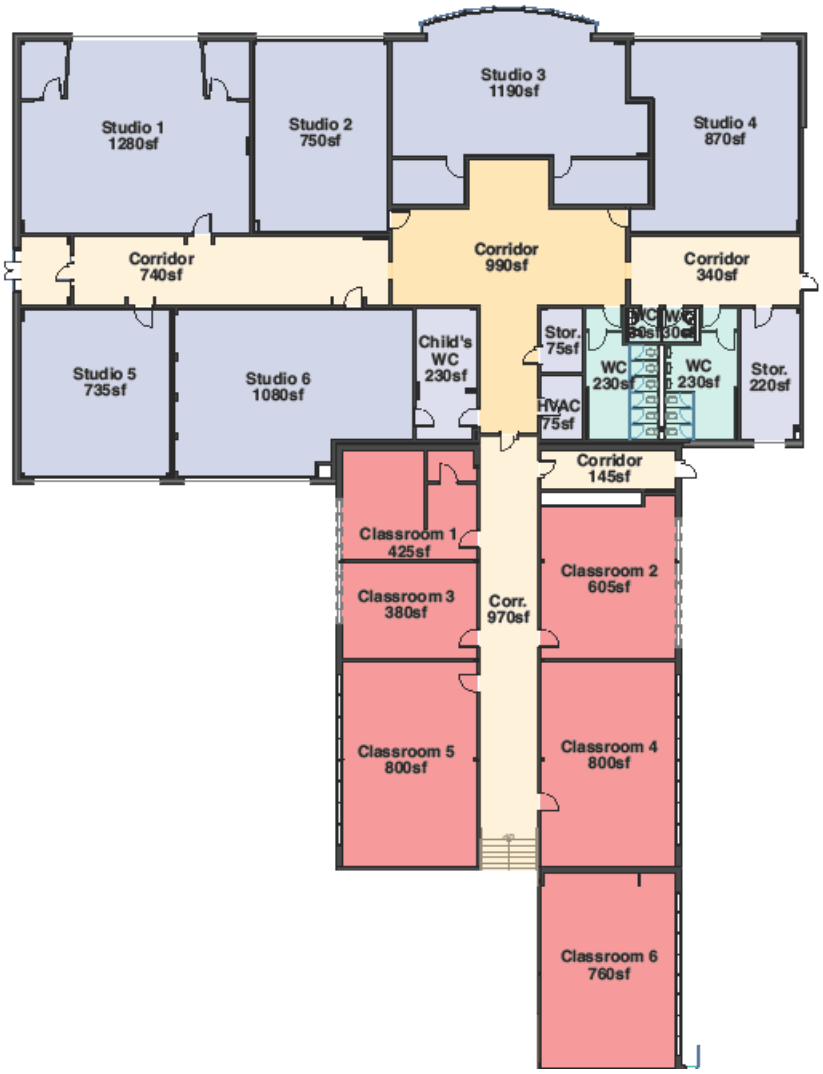


Attachment 1
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