



Minutes of the Administrative Building Design Task Force Meeting March 9, 2018

A meeting of the Administrative Building Design Task Force was held at the Cataraqui Region Conservation Authority Building, 1641 Perth Rd, Glenburnie at 9:30 a.m. and moved to the Bud Clayton Memorial Room, County Administrative Office, 2069 Battersea Road, Glenburnie on Friday, March 9, 2018 at 11:30 AM

Present:

Councillor Dewey
Councillor Nossal
Councillor Vandewal

Regrets:

Councillor Inglis

County Staff Present:

Jannette Amini, Manager of Legislative Services/Clerk (Recording Secretary)
Kelly Pender, Chief Administrative Officer

CRCA Members Present:

Geoff Rae, General Manager
Alan Revill, Councillor South Frontenac
Rob McRae, Manager, Watershed Planning and Engineering
Donna Campbell, Assistant to the Chair and General Manager
Max Kaiser, Councill Greater Napanee
Sandy Hay, City of Brockville Representative
Tom Beaubiah, Manager Conservation Lands

1. Call to Order

The Clerk called the meeting to order at 9:30 a.m. and proceeded to the Election of Officers.

2. Election of Officers

a) Election of Chair

Moved By: Councillor Dewey
Seconded By: Councillor Nossal

That Councillor Ron Vandewal be elected Chair of the Administrative Office Design Task Force for 2018.

Carried

Moved By: Councillor Nossal
Seconded By: Councillor Dewey

That nominations for Chair be closed.

Carried

b) Election of Vice-Chair

Moved By: Councillor Vandewal
Seconded By: Councillor Nossal

That Councillor Tom Dewey be elected Vice Chair of the Administrative Office Design Task Force for 2018.

Carried

Moved By: Councillor Nossal
Seconded By: Councillor Vandewal

That nominations for Vice Chair be closed.

Carried

Councillor Vandewal assumed the Chair.

3. Adoption of the Agenda

Moved By: Councillor Nossal
Seconded By: Councillor Dewey

That the agenda for the March 9, 2018 meeting of the Administrative Building Design Task Force be adopted.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

There were none.

5. Adoption of Minutes

a) Minutes of Meeting held December 14, 2016

Moved By: Councillor Nossal
Seconded By: Councillor Dewey

That the minutes of the Administrative Design Task Force meeting held December 14, 2016 be adopted.

Carried

6. Deputations and/or Presentations



7. Reports

a) Presentation by the Cataraqui Region Conservation Authority (CRCA)

This portion of the meeting was held at the CRCA site, 1641 Perth Rd, Glenburnie

Mr. Pender provided a presentation of the background of the County's Administrative Building Design Task Force which was mandated by County Council to review and make recommendations on the County Administrative Building, including the potential that arose to have a shared office space with the CRCA which is the purpose of today's meeting. The presentation included the current issues the County faces with respect to its current building. A copy of Mr. Pender's presentation was attached to the agenda.

Should the current County office building be decommissioned, it could be turned into community space as it is located close to the Rideau Corridor as well as central to the EOWC.

It was questioned how the County will protect its brand given it is currently located within the City of Kingston to which Mr. Pender noted that the location of the offices is a political decision; however consideration would need to be given to all member municipalities and their travel time as well as current staff travel time.

Mr. Rae provided a presentation on the background of the CRCA facility condition assessment, including potential next steps for both the CRCA and the County of Frontenac. A copy of which is attached to the record in the Clerk's Office.

The CRCA currently has 34 staff; however depending on where it is located would determine the number of staff that would need to be accommodated. He suspects the current building would be demolished and the existing septic tank would need to be replaced.

It was noted again the importance of branding and with respect to the CRCA, their brand is the outdoor centre; however developers and citizens often attend the site to apply for permits. Moving south of the 401 to a more urban centre would be somewhat in contravention to that brand.

CRCA, from an operational perspective, needs to be in proximity of the 401 given its geographic area runs east-west between Brockville and Napanee. It could move further north; however how far north would need to be determined.

If considering a shared space, it would need to be shown the actual and true savings in order to receive tax payers support. You would need to look at individual costs and then costs if this were to be done jointly to determine if there are potential savings. It was also suggested that a lease rather than owned facility option may be more beneficial should one partner chose to move. This option is currently being discussed by staff as this can be overcome in ownership as well, depending on the design of the building.

It would help committee members if staff were to come to a joint meeting with a list of their wants and must haves. There was discussion around if the County offices should be located in the County; however most people see the City of Kingston as being located in the County and the County administrative offices have always been located in the City so the Committee didn't see this as an issue.

It was also noted that contractors who need to attend the offices are not paid for travel time and an additional 20 minute commute north could make a difference.

With respect to the decision to either renovate or do a new build, the existing CRAC building has met its useful life cycle and needs to be replaced and with respect to the County facility, it is an old building that would be costly to renovate.

The Committee adjourned to take a tour of the site and then proceeded to the County Administrative Building.

b) Presentation by Kelly Pender, Chief Administrative Officer

This portion of the meeting was held at the County Administrative site, 2069 Battersea Road, Glenburnie

Mr. Pender provided an overview of the layout of the County Administrative Building and its history. He also noted potential options and locations for expansions to the building or on the site. The options for the location of the paramedic services was also discussed with the likelihood that they would remain at this building or lease a property in the City. With the paramedics relocating, there is 10,000 square feet of available space; however this would mean the loss of meeting space.

There is room to expand with respect to the capacity of the well and septic. There is also the option if the paramedics relocate, for the County to use the entire space or a small addition could support the CRCA. The Old House; however is not accessible in terms of washrooms.

Next Steps:

It was suggested that the respective CAO's, along with a few Committee members attend a few of the Conservation Authority shared buildings; however it was felt that before any site visits happen, it needs to be determined if both parties are willing to

move forward with a shared new build. This requires both parties coming forward with their wants and must haves.

The County administrative building is already a shared space and to add another entity to it would make it convoluted. It was felt that the CRCA would lose its identity here.

The County CAO and the CRCA General Manager will take a report to their respective Council/Board to determine if there is an appetite for moving forward with the construction of a new shared facility. The group will meet again in early April once this major decision has been made as it was suspected by many around the table that the location of a new building is not a major point.

8. Communications



9. Other Business

There was none.

10. Next Meeting

The next meeting will be at the call of the Chair.

11. Adjournment

Moved By: Councillor Dewey

Seconded By: Councillor Nossal

That the meeting hereby adjourn at 12:37 p.m.

Carried