



# FRONTENAC



## Minutes of the Administrative Building Design Task Force Meeting July 18, 2018

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A meeting of the Administrative Building Design Task Force was held in the Bud Clayton Memorial Room, County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, July 18, 2018 at 12:00 pm.

### **Present:**

Councillor Vandewal, Chair  
Councillor Dewey, Vice Chair  
Councillor Inglis  
Councillor Nossal

### **County Staff Present:**

Kelly Pender, Chief Administrative Officer  
Joe Gallivan, Director of Planning and Economic Development  
Kevin Farrell, Manager of Continuous Improvement/GIS  
Jannette Amini, Manager of Legislative Services/Clerk, (Recording Secretary)

### **Also Present:**

Robert Wood, 8020 Info Inc. (Facilitator)

### **1. Call to Order**

The Chair called the meeting to order at 12:00 p.m.

### **2. Adoption of the Agenda**

Moved By: Councillor Nossal

Seconded By: Councillor Dewey

**That** the agenda for the July 18, 2018 meeting of the Administrative Building Design Task Force be adopted.

Carried

### **3. Disclosure of Pecuniary Interest and General Nature Thereof**

There were none

#### 4. Adoption of Minutes

##### a) Minutes of Meeting held April 18, 2018

Moved By: Councillor Nossal  
Seconded By: Councillor Dewey

**That** the minutes of the Administrative Design Task Force meeting held April 18, 2018 be adopted.

**Carried**

##### b) Minutes of Meeting held June 27, 2018

Moved By: Councillor Nossal  
Seconded By: Councillor Dewey

**That** the minutes of the Administrative Design Task Force meeting held June 27, 2018 be adopted.

**Carried**

#### 5. Deputations and/or Presentations



#### 6. Reports

##### a) Facilitated Session with Robert Wood – Follow-up to Previous Meeting

Mr. Wood provided the Task Force with a handout based on previous discussions and a path moving forward, a copy of which is attached to the record in the Clerk's Office.

Discussions took place regarding clarifications on the proposals for a shared facility with comments on same as follows:

- Confirmation on site location parameters – it was agreed a site would need to be located in the County in either Sydenham, Inverary or Harrowsmith.
- Interests in a potential third-party co-locate – it was communicated that the Township of South Frontenac would be interested in being a third party if the location is in the Township of South Frontenac.
- Functional, space and other site/building requirements – potential shared spaces include the front foyer/reception, boardroom/council chamber, lunch room, washroom space.
- Shared Services – centralize IT and server room, meeting rooms (large amounts and small amounts of attendees), parking. Improvements in efficiencies and

service delivery quality (developers only need to go to one place). The Municipality of North Grenville was also noted where the municipal building also incorporates community space such as a theatre, meeting rooms and an arena.

- Capital and lifecycle costs – the various financing Models noted on page 5 were discussed identifying a 25 – 30 year lifecycle.
- Operational, financial or governance concerns – 3 options are available to the County; 1) alone, 2) with the CRCA and Township of South Frontenac, 3) with the Township South Frontenac.
- Site selection, construction, financial structure and nature of partnership – A location outside of the County was off the table unless it stays at its current location. The Committee also discussed if this building is left vacant due to a new build, this may affect Council's decision.
- Timelines/milestones – the Committee agreed with the timelines and milestones set out in the report.

## **Next Steps**

The next stage of discussions needs to show concrete savings and reasons for a partnership with the CRCA. If savings of between 15 and 20 percent are not achievable, a partnership would not move forward.

The County and CRCA CAO's will meet to work out their respective due diligence on these potentials and come back to a joint meeting in August. The Township of South Frontenac should also be included in these conversations.

## **7. Communications**



## **8. Other Business**

There was none.

## **9. Next Meeting**

The next meeting of the Administrative Building Design Task Force is scheduled for Monday, August 13, 2018 at 12:30 p.m.

## **10. Adjournment**

Moved By: Councillor Dewey

Seconded By: Councillor Inglis

**That** the meeting hereby adjourn at 1:37 pm

**Carried**