



Report 2019-028

Committee Information Report

To: Chair and Members of Administrative Building Design Task Force

From: Kelly J. Pender, Chief Administrative Officer

Prepared by: Jannette Amini, Manager of Legislative Services/Clerk

Date of meeting: February 20, 2019

Re: **Administrative Building Design Task Force – Background Report**

Recommendation

This report is for information purposes only to provide the new members of the Task Force with a brief overview of the work done by the Administrative Building Design Task Force to date.

Background

The Service Delivery and Organizational Review (SDOR) project completed by KPMG and approved by County Council in 2014, provided the following regarding the County administrative offices:

“The physical work environment for the staff assigned to the Old House is not a professional office environment. Work stations are scattered throughout the various rooms of a residential house which results in a noisy and inefficient work environment.”

This is one of the last outstanding items identified in the SDOR.

Comment

In March 2016, County Council was presented with Space Review Analysis reports [2016-030](#) followed by [2016-086](#) which provided Council with a range of options moving forward regarding the Corporate Offices and resulted in the establishment of the Administrative Building Design Task Force. The Task Force was mandated to

recommend the design team and to work with the architect to bring back design options/costing for Council consideration.

In December, 2016, the Task Force met to receive a third Space Review Analysis Report [2016-137](#) where staff were asked to begin looking at two options, those being the full cost of a new building including the cost of having to maintain the Old House, and the cost of relocating Frontenac Paramedic Services (FPS) and refurbishing the Old House to accommodate Administrative Staff.

The Task Force did not meet in 2017 as discussions began with the Cataraqui Region Conservation Authority (CRCA) with respect to the construction of a potential joint administrative facility. As a result, in 2018 the Task Force met on several occasions, including joint meetings with the CRCA, and in April, 2018 met to discuss Site Selection Criteria and Priority Setting report [2018-058](#). In June and July, joint meetings with the CRCA were facilitated by Mr. Rob Wood, 8020 Info Inc. who provided a [Discussion Guide](#) regarding Site Criteria and Priority Setting. It was also indicated at this time that the Township of South Frontenac would be interested in being a third party if the location were to be in the Township of South Frontenac. In August of 2018, the Task Force had its final meeting of that term of Council which was again a joint meeting with the CRCA facilitated by Mr. Wood who took the Committee through its [Next Steps](#) to Validate Potential Partnership and Co-location of Administrative Offices. As a result, the County, the Township of South Frontenac and the CRCA agreed to the following resolution:

Whereas, on the basis of the partners' initial discussions and high-level assessment of the potential for savings and other benefits by sharing administrative offices on a common site,

Be It Resolved That that a combined budget of \$20,000 be allocated to engage appropriate architectural and engineering expertise to confirm these assessments and provide a report by the end of December enabling the partners to make a final decision on pursuing a shared development project, or not. Costs of this assignment are to be shared equally among the participating partners.

And Further That the scope of the assignment, including life cycle costs include:

- 1) architectural/engineering analysis of the initial needs assessment,
- 2) preliminary conceptual/schematic floor plans to meet partner needs,
- 3) options for potential configuration of common spaces for best efficiencies,
- 4) implications for parking, water & similar services, building code etc,
- 5) potential options to preserve brand identities on shared site, and
- 6) initial budget-level estimates for comparison with stand-alone options.

A report is being presented later in the meeting to review the Cost Summary Evaluation by Colbourne & Kembel, Architects.

Sustainability Implications

Depending upon options selected and the level of environmental considerations implemented, the overall greenhouse gas foot print of the County could be reduced as a result of this project, thereby assisting in meeting our GHG emission requirements.

Financial Implications

There are no financial considerations associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected