



## **Minutes of the Administrative Building Design Task Force Meeting July 17, 2019**

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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 17, 2019 at 11:38 AM

### **Present:**

Councillor Vandewal - Chair  
Councillor Doyle – Vice Chair  
Councillor Martin  
Councillor MacDonald

### **Staff Present:**

Jannette Amini, Manager of Legislative Services/Clerk (Recording Secretary)  
Susan Brant, Director of Corporate Services/Treasurer  
Kevin Farrell, Manager of Continuous Improvement/GIS  
Kelly Pender, Chief Administrative Officer

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

The Chair called the meeting to order at 11:38 a.m.

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

Moved By: Councillor MacDonald  
Seconded By: Councillor Doyle

**That** the agenda for the July 17, 2019 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 17, 2019**

Moved By: Councillor Martin  
Seconded By: Councillor Doyle

**That** the minutes of the Administrative Design Task Force meeting held April 17, 2019 be adopted.

**Carried**

**5. Deputations and/or Presentations**



**6. Reports**

**a) 2019-092  
Administrative Building Design Task Force  
Authorization to Move Forward with a Shared Facility**

Moved By: Councillor Doyle  
Seconded By: Councillor Martin

**Be It Resolved That** the Council of the County of Frontenac authorize staff to proceed with negotiations with the Cataraqui Region Conservation Authority (CRCA) for joint tenancy and subsequently, detailed designs for 2069 Battersea Road for Option 2, that being a joint administrative facility for the County of Frontenac and the Cataraqui Region Conservation Authority (CRCA) to an upset of \$100,000 to be expensed from the County's Municipal Modernization Funds;

**And Further That** should the CRCA advise the County of Frontenac that it does not wish to proceed with a joint administrative facility, that staff be authorized to proceed with detailed designs for Option 1.

**Carried**

Mr. Pender clarified that the existing building is not on the City of Kingston's or the former Kingston Townships registry of historical buildings.

Mr. Pender noted that should the CRCA approve a similar motion in August, the easiest way to move forward would be for the County of Frontenac to own the building and enter into a lease agreement with the CRCA which would include rent (per square foot costs), borrowing costs and shared utilities costs. The term of the lease would line up with the amortization of borrowing costs which would need to be in accordance with the *Planning Act* (under 21 years). The lease would define the terms and conditions should

the CRCA chose to terminate the agreement early or should the County chose to terminate the lease.

Concerns were expressed around the current unpredictability of the Province; however it was noted that any decisions made today will not be before Council until September after which it could take anywhere from 3 to 4 months to contract an architect. Should the Province take over long term care, Fairmount Home would still need to be here although given it is cheaper for municipalities to run long term care than the province, it is unlikely that will happen. In terms of Conservation Authorities, they have been told they will continue to exist, it's just their funding that has been cut.

Mr. Pender noted that this plan ensures access to meeting rooms which are more flexible than what is currently at Fairmount Home where entry codes to the building are required. This would also make it easier to have meeting room rentals.

It was noted that this building is not on a bus route. Attempts have been made to have the City of Kingston consider extending its public transit to Glenburnie but at this point in time, the City is not interested in expanding its transit service.

**7. Communications**



**8. Other Business**



**9. Next Meeting**

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

**10. Adjournment**

Moved By: Councillor Martin

Seconded By: Councillor Doyle

**That** the meeting hereby adjourn at 12:05 p.m.

**Carried**