



**Administrative Building Design Task Force Meeting
Wednesday, December 14, 2016 – 9:00 a.m.
Bud Clayton Memorial Room,
2069 Battersea Road, Glenburnie, ON**

AGENDA

Page

1. Call to Order

2. Adoption of the Agenda

- a) **That** the agenda for the December 14, 2016 meeting of the Administrative Building Design Task Force be adopted.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Adoption of Minutes

- a) **Minutes of Meeting held October 28, 2016**

That the minutes of the Administrative Building Design Task Force meeting held October 28, 2016 be adopted.

5. Deputations and/or Presentations

6. Reports

- a) **2016-137**

**Administrative Building Design Task Force
Background Report #3 – Options and Discussion**

For Committee review and discussion. The Committee may wish to provide further direction to staff based upon discussion and input at the meeting.

7. Communications

8. Other Business

9. Next Meeting

10. Adjournment

3 - 5

6 - 11



**Minutes of the Administrative Building Design Task Force Meeting
October 28, 2016**

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 Friday, October 28, 2016 and was called to order at 9:06 AM

Present:

Councillor Dewey, Chair
Councillor Nossal, Vice-Chair
Councillor Inglis (late 10:05 a.m.)
Deputy Warden Vandewal

Staff Present:

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

Adoption of the Agenda

Moved By: Councillor Nossal
Seconded By: Deputy Warden Vandewal

That the agenda for the October 28, 2016 meeting of the Administrative Building Design Task Force be adopted.

Carried

Disclosure of Pecuniary Interest and General Nature Thereof

There were none.

Adoption of Minutes

a) Minutes of Meeting held September 21, 2016

Moved By: Deputy Warden Vandewal
Seconded By: Councillor Nossal

That the minutes of the Administrative Building Design Task Force meeting held September 21, 2016 be adopted.

Carried

Deputations and/or Presentations

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**Reports**

- a) **Staff Briefing:** Kelly Pender, Chief Administrative Officer, briefed the Task Force with respect to the reports that have been presented to date regarding the Corporate Offices Space Analysis. A copy of the PowerPoint is attached to the record in the Clerk's Office. As noted in the report, the existing space in the Corporate Offices is large enough; however not functional. Regarding comments that perhaps the building be vacated and rented out for a new use, Mr. Pender advised that It would be difficult to separate the services (heating, septic, well) between the old house and Fairmount Home.

The Task Force also discussed the potential of locating all staff into the existing FPS suite, and repurposing the old house to meeting rooms given it would be more cost efficient to repurpose an older building into larger meeting room space as opposed to reconfiguring into office space. This would include the relocating of FPS Administration which would be grant eligible.

- b) **2016-087  
Office of the Chief Administrative Officer  
Administrative Office - Space Review - Report 2**

- c) **Walking Tour of the Corporate Offices**

The Task Force was provided with a tour of the Old House, including the first, second and third floors along with the FPS suite and archive room in the basement.

Following the tour, it appeared that Option 5, that being relocating the Frontenac Paramedic Services to a new location and repurposing the current FPS suite for corporate staff would be the most efficient option. It was felt by that holding Council meetings in the auditorium is not the best option for Council and it was suggested that Council meetings be relocated to the Frontenac Room.

Staff were requested to bring back a report to the next meeting a detailed space analysis for FPS, as well as cost estimates on leased space, including a 10 year cash flow for leasing. Staff were also requested to provide floor plans of FPS and the old

house including space analysis, square footage cost of lease space as well as 2 or 3 options for work space and work flow. Mr. Pender indicated that he will invite Patrick Thomson to attend the meeting to overview with the Task Force the construction concept as well as answer any questions.

Deputy Warden Vandewal exited the meeting at 11:12 a.m.

Staff were also requesting to provide a cost of moving the Corporate Offices to a location in the County. The November 18 meeting was cancelled to permit staff sufficient time to provide the Task Force with this information. Staff will report back at the December 14 meeting and invite Mr. Thomson to attend.

**Communications**

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Other Business

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**Next Meeting**

The next meeting of the Administrative Office Design Task Force is scheduled for Wednesday, December 14, 2016 at 9:00 a.m. at the County Administrative Building.

**Adjournment**

Moved By: Councillor Inglis  
Seconded By: Councillor Nossal

**That** the meeting hereby adjourn at 11:50

**Carried**



**Report 2016-137**

**Committee Information Report**

**To:** Chair and Members of Administrative Building Design Task Force  
**From:** Kelly J. Pender, Chief Administrative Officer  
**Prepared by:** Kelly J. Pender, Chief Administrative Officer  
**Date of meeting:** December 14, 2016  
**Re:** **Administrative Building Design Task Force - Background Report #3 – Options and Discussion**

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**Recommendation**

For Committee review and discussion. The Committee may wish to provide further direction to staff based upon discussion and input at the meeting.

**Background**

At the September 21, 2016 meeting of the Committee, the Chief Administrative Officer was tasked with the following:

1. Cost estimates for leased space for paramedic administration
  - a. Cash flow analysis for leased Frontenac Paramedic Services (FPS) space
2. Basic space/relationship analysis for current staff levels.
3. Floor plan options (2-3) for the current Frontenac Paramedic Suite and Old House first floor.
4. Approximate cost for a free standing facility – possibly within the County
5. Arrange for Patrick Thompson to attend the meeting to discuss costing and construction methodology.

Mr. Thompson will be in attendance at the meeting.

**Comment**

**1. Frontenac Paramedic Administration Cost Analysis**

While the basic cost analysis for leased space for paramedics is straight forward, the calculation is complicated by the Provincial funding formula and the fact that capital improvements are not grant eligible, while leased space is eligible. A detailed financial analysis will be presented at the meeting based upon the following assumptions:

- Frontenac Paramedic Services Administration would move to a new location that combined the current FPS suite + the existing leased locations at Justus and Palace Road in a central west end location. Hence, the cost would be the cost of the new facility minus current costs for Justus and Palace.
- That the Province of Ontario will continue to fund leased property at 50%.
- A total of 15,000 ft.sq. would be required for the new facility.
- The triple Net cost on a 20 year lease (likely two 10 year terms) would be in the vicinity of \$15/sq.ft. for a purpose built facility.
- Only the ambulance bay component would be required to be built to a post-disaster building code standard. Balance could be constructed to standard commerce specifications.

Based upon the above, the ten year cash flow for a leased facility (net of current costs at Justus/ Fortune) would be as follows:

| <i>COUNTY/CITY COST SUMMARY</i>      |                   |                  |                  |                  |                  |                  |                  |                  |                  |                  |
|--------------------------------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                      | Year 1            | Year 2           | Year 3           | Year 4           | Year 5           | Year 6           | Year 7           | Year 8           | Year 9           | Year 10          |
| County                               | \$ 42,492         | \$ 29,519        | \$ 30,110        | \$ 30,712        | \$ 31,326        | \$ 31,953        | \$ 32,592        | \$ 33,244        | \$ 33,908        | \$ 34,587        |
| Less Fortune & Justus <sup>(1)</sup> | -\$ 14,868        | -\$ 13,121       | -\$ 13,384       | -\$ 13,651       | -\$ 13,924       | -\$ 14,203       | -\$ 14,487       | -\$ 14,777       | -\$ 15,072       | -\$ 15,374       |
| <b>NET \$ INC. TO COUNTY</b>         | <b>\$ 27,624</b>  | <b>\$ 16,398</b> | <b>\$ 16,726</b> | <b>\$ 17,061</b> | <b>\$ 17,402</b> | <b>\$ 17,750</b> | <b>\$ 18,105</b> | <b>\$ 18,467</b> | <b>\$ 18,836</b> | <b>\$ 19,213</b> |
| <b>NET \$ INC. TO CITY</b>           | <b>\$ 100,507</b> | <b>\$ 58,254</b> | <b>\$ 59,419</b> | <b>\$ 60,607</b> | <b>\$ 61,819</b> | <b>\$ 63,056</b> | <b>\$ 64,317</b> | <b>\$ 65,603</b> | <b>\$ 66,915</b> | <b>\$ 68,253</b> |

The cost to construct a 15,000 sq.ft. facility would be approximately \$3,000,000 at \$200/sq.ft. for a combination of storage/office/training facility, plus land, development charges, design, project management and site amenities. This figure is less than the cost estimate for a full office greenfield as noted in point four as this building would have more unfinished space.

**2. Basic Space/ Relationship Analysis for Current Staff**

The table below provides a summary of space and relationship needs for existing staff in the old house. This space needs analysis is useful as a starting point for any discussion regarding either a renovation option or a new build.

The table assumes a “gross up” of 25% would be required to accommodate hallways, closets, mechanic runs etc. Given this analysis a total gross floor area (GFA) of approximately 7,600 sq.ft. would be required. To provide a range, a 20% gross up would result in building requirement of approximately 7,300 sq.ft., while a 30% gross up would

see a requirement of 7,900 sq.ft. As a general note, a public building will have a higher GFA than a private office space given ingress/egress and washroom requirements.

This analysis does not include the current archives room which is approximately 500 sq.ft. A location that is remote from Fairmount Home may require consideration for an archives location.

Note, this analysis does not include any calculation for office/staff expansion, but does include "flex" space for 4 that would be suitable for students, interns or short-term space. This space is currently allocated to public spaces. It also assumes that an elevator would not be required.

## Space Allocation Estimate

Gross Up Pct: 25%

| Position # | Position                       | Space Need (sq. ft.) | Space Need Gross Up (sq.ft.) | Functional Group | Open/Private | Comments                                           |
|------------|--------------------------------|----------------------|------------------------------|------------------|--------------|----------------------------------------------------|
| 1          | Communications Officer         | 96                   | 120                          | C.S.             | Open         | Access to public required                          |
| 2          | Exec Assistant                 | 96                   | 120                          | C.S.             | Open         | Confidentiality concerns - secure area/Adj. to CAO |
| 3          | Receptionist                   | 96                   | 120                          | C.S.             | Open         | Needs to be near foyer - security concerns         |
| 4          | Foyer/Reception Area           | 150                  | 188                          | C.S.             | Open         | Seating for 4 to 6                                 |
| 5          | Finance Clerk A/P              | 96                   | 120                          | Finance          | Open         | Confidentiality concerns - secure area             |
| 6          | Finance Clerk A/P              | 96                   | 120                          | Finance          | Open         | Confidentiality concerns - secure area             |
| 7          | Payroll Clerk - 1              | 96                   | 120                          | Finance          | Private      | Confidentiality concerns - secure area             |
| 8          | Payroll Clerk - 2              | 96                   | 120                          | Finance          | Private      | Confidentiality concerns - secure area             |
| 9          | Financial Analyst              | 96                   | 120                          | Finance          | Open         | Confidentiality concerns - secure area             |
| 10         | Flex Workspace (4)             | 384                  | 480                          | Flex             | Open         | Students, Interns, mobile office, quiet lounge     |
| 11         | GIS Specialist                 | 120                  | 150                          | I.S.             | Open         | Confidentiality concerns - secure area             |
| 12         | Service Desk Analyst           | 96                   | 120                          | I.S.             | Open         | Confidentiality concerns - secure area             |
| 13         | Desk Top Space for I.S.        | 96                   | 120                          | I.S.             | Open         | Workbench area                                     |
| 14         | Community Planner              | 96                   | 120                          | PI & Ec Dev      | Open         | Access to public required                          |
| 15         | Comm Dev. Officer              | 96                   | 120                          | PI & Ec Dev      | Open         | Access to public required                          |
| 16         | Director of Corp Srv/Treasurer | 200                  | 250                          | C.S.             | Private      | Confidentiality concerns - secure area             |
| 17         | Mgr of Leg Srv/Clerk           | 120                  | 150                          | C.S.             | Private      | Ideally close to Lg Meeting Room                   |
| 18         | Chief Administrative Officer   | 200                  | 250                          | C.S.             | Private      | Ideally close to Lg Meeting Room                   |
| 19         | Storage Space                  | 144                  | 180                          | C.S.             | Private      | Maybe two spaces                                   |
| 20         | Deputy Treasurer               | 120                  | 150                          | Finance          | Private      | Confidentiality concerns - secure area             |
| 21         | Occ Health Nurse               | 120                  | 150                          | HR/Occ H         | Private      | Confidentiality concerns - easy access for staff   |
| 22         | Mgr of HR                      | 144                  | 180                          | HR/Occ H         | Private      | Confidentiality concerns - secure area             |
| 23         | HR Generalist                  | 96                   | 120                          | HR/Occ H         | Private      | Confidentiality concerns - secure area             |
| 24         | Network Administrator          | 120                  | 150                          | I.S.             | Private      | Confidentiality concerns - secure area             |
| 25         | Mgr of I.S.                    | 120                  | 150                          | I.S.             | Private      | Confidentiality concerns - secure area             |
| 26         | Server Room                    | 200                  | 250                          | I.S.             | Private      | Maybe two spaces                                   |
| 27         | Mechanical                     | 150                  | 188                          | Mech             | Private      | Secure area                                        |
| 28         | Meeting Room Sm                | 150                  | 188                          | Meeting          | Private      | Generally staff use                                |
| 29         | Meeting Room Med               | 300                  | 375                          | Meeting          | Private      | Access to public required                          |
| 30         | Meeting Room Lg/Council Ch     | 800                  | 1000                         | Meeting          | Private      | Access to public required                          |
| 31         | Mgr of Ec Dev                  | 96                   | 120                          | PI & Ec Dev      | Private      | Access to public required                          |
| 32         | Dir of PI & Ec Dev             | 200                  | 250                          | PI & Ec Dev      | Private      | Access to public required                          |
| 33         | Accessible Washrooms           | 400                  | 500                          | Washroom         | Private      | Assumes same as Fairmount Auditorium               |
| 34         | Copy Room                      | 200                  | 250                          | I.S.             | Private      | Noisy space                                        |
| 35         | Kitchen                        | 200                  | 250                          | Staff            | Private      | Ideally close to Lg Meeting Room                   |
| 36         | Lunch Room                     | 200                  | 250                          | Staff            | Private      |                                                    |
|            | <b>Total</b>                   | <b>6086</b>          | <b>7608</b>                  |                  |              |                                                    |

C.S. (Corporate Services), I.S. (Information Services), PI & Ec Dev (Planning and Economic Development)

The tables below examine the space allocation based upon private (i.e., walls) and open space requirement and by division. All calculations are again based upon a 25% gross up.

**Estimated Space Requirements**

**Private & Open**

| Type         | Basic (sq.ft.) | Grosed Up (sq.ft.) |
|--------------|----------------|--------------------|
| Private      | 4472           | 5590               |
| Open         | 1614           | 2018               |
| <b>Total</b> | <b>6086</b>    | <b>7608</b>        |

**By Department/Division**

| Dept/ Division | Basic (sq.ft.) | Grosed Up (sq.ft.) |
|----------------|----------------|--------------------|
| C.S.           | 1102           | 1378               |
| Finance        | 600            | 750                |
| Flex           | 384            | 480                |
| HR/Occ H       | 360            | 450                |
| I.S.           | 952            | 1190               |
| Mech           | 150            | 188                |
| Meeting        | 1250           | 1563               |
| Pl & Ec Dev    | 488            | 610                |
| Washroom       | 400            | 500                |
| Staff          | 400            | 500                |
| <b>Total</b>   | <b>6086</b>    | <b>7608</b>        |

**3. Floor plan options (2-3) for the current Frontenac Paramedic Suite and Old House first floor.**

To be provided at the meeting.

**4. Approximate cost for a free standing facility – possibly within the County**

A new build of 7,500 sq.ft. at \$250/sq.ft. would cost \$1,875,000. For planning purposes a range of \$1.75 to \$2 million would likely be appropriate. Land purchase, design, project management, servicing and parking/landscaping costs would be in addition to this amount and could vary considerably based upon location and site conditions.

Higher levels of Leed certification, such as the new Leed v4 would increase initial construction, but would decrease ongoing operating costs. A full analysis would be required.

**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**

For different options, as noted in the report.

In a general sense, it should be noted that our current policy is for 50% borrowing for buildings. This would be further reduced by an allocation from reserves based upon the life span of items to be replaced by a renovation or replacement. The 50% borrowing level is based upon an aggregate of all projects, not per projects. As such, Council could borrow more or less than the 50% on this or any project.

**Organizations, Departments and Individuals Consulted and/or Affected**

Patrick Thompson, Thompson Construction Management Services