



Administrative Building Design Task Force Meeting
Friday, March 9, 2018
9:30 a.m. - 11 a.m.

Cataraqui Region Conservation Authority,
1641 Perth Road, Glenburnie, ON
11:30 a.m. - 1:30 p.m.
Bud Clayton Memorial Room,
2069 Battersea Road, Glenburnie, ON

AGENDA

Page

1. Call to Order

2. Election of Officers

- a) Election of Chair
- b) Election of Vice-Chair

3. Adoption of the Agenda

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

4. Disclosure of Pecuniary Interest and General Nature Thereof

5. Adoption of Minutes

- a) Minutes of Meeting held December 14, 2016
That the minutes of the Administrative Design Task Force meeting held December 14, 2016 be adopted.

6. Deputations and/or Presentations

7. Reports

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

The CRCA will provide a presentation and tour of its current facility

- b) **Presentation by Kelly Pender, Chief Administrative Officer,**

Mr. Pender will provide a presentation and tour of the County of Frontenac administrative building and work done by the Task Force to

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date.

8. Communications

9. Other Business

10. Next Meeting

11. Adjournment



**Minutes of the Administrative Building Design Task Force Meeting
December 14, 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 Wednesday, December 14, 2016 at 11:30 AM

Present:

Councillor Dewey, Chair
Councillor Nossal, Vice-Chair
Councillor Inglis
Deputy Warden Vandewal

Staff Present:

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

1. Call to Order

The Chair called the meeting to order at 9:03 a.m.

2. Adoption of the Agenda

Moved By: Councillor Inglis
Seconded By: Deputy Warden Vandewal

That the agenda for the December 14, 2016 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 October 28, 2016

Moved By: Councillor Nossal
Seconded By: Councillor Inglis

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

Carried

5. Deputations and/or Presentations

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**6. Reports**

**a) 2016-137  
Administrative Building Design Task Force  
Background Report #3 – Options and Discussion**

Mr. Pender provided an overview of the report along with 3 proposed floor plans for the Committees consideration. This included an overview of the cash flow for these options, including housing all of FPS staff in one location. With respect to FPS, Mr. Pender did note that the City of Kingston is currently looking at a new fire station and that this could also house FPS in which the City of Kingston would be the landlord. Initial discussions have taken place with the City of Kingston. If the County owns the facility, it must cover the full cost whereas if the facility is leased, the Province covers 50%. As such, there is no incentive for the County to own the facility. If FPS stays in its current location, it would require a significant investment to either renovate the old house or do a new build for administrative staff which would not receive the 50% funding from the Province or the City of Kingston.

Mr. Pender provided an overview of the space allocation estimates for existing administrative staff.

The Committee noted that the County is now going through a new branding exercise and having the County Administrative Offices located in the County; however the Committee did not feel that the County could justify the cost of a new building and decided to look at the option of relocating FPS and repurposing the old house to accommodate administrative staff. Mr. Pender noted that currently, the County saves through reserves for this building and these reserves could be used to cover a portion of the costs of any renovations. If the decision is to go with a new build, the entire cost would need to be borrowed.

Staff were asked to present a report at the next meeting that would outline the following:

- the full cost of a new building including the cost of having to maintain the old house, identify that a new build could be done within a year as opposed to the 3 or 4 years it would take to for a renovation project which would likely not start until 2019 given the time it would take to relocate FPS.
- The cost of relocating FPS and the costs, phased in over a number of years, of refurbishing the old house to accommodate administrative staff with Phase I being to relocate FPS and relocate certain administrative staff to the FPS suite.

The Committee decided to remove option c which would have seen the Council Chamber located on the second floor of the old house and focus on options a and b with options for the Council Chamber on the main floor and in the Frontenac room at both a

reduced size as well as maintain current size and find an alternate location for Human Resources.

**7. Communications**

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8. Other Business

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**9. Next Meeting**

The next meeting of the Administrative Building Design Task Force is scheduled for Monday, January 23, 2017 at 9:00 a.m.

**10. Adjournment**

**That** the meeting hereby adjourn at 11:57 a.m.

# Administrative Building Design Task Force

Background Information  
March 9, 2018



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# Background

- KPMG identified:

*“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.”*



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# Background

- First Committee meeting held – Sept 2016
- WSP Condition Assessment projects that \$212k will be spent over the next 10 years on maintaining the existing building.  
Including:
  - » Windows, roofing, carpet, HVAC and BAS
- Washroom accessibility will need to be addressed at some point in the future
- Paramedic training and administration location needs to be addressed



# Background

- Old House currently provides office space for 22-25 employees
- Anticipate space requirement in the 8,000 to 10,000 sq.ft. range
- Option exists for expansion or interior renovation including vacant third floor



## Constraints/Issues

- Accessibility
- Noise
- Washrooms (Number & Privacy)
- Staff working in public spaces
- Security
- I.T. and telecommunications
- Training space for FPS
- Meeting spaces
- Living room under utilized
- Climate control in the Bud Clayton Room and front foyer
- Wayfinding
- Septic issues
- Not within the County

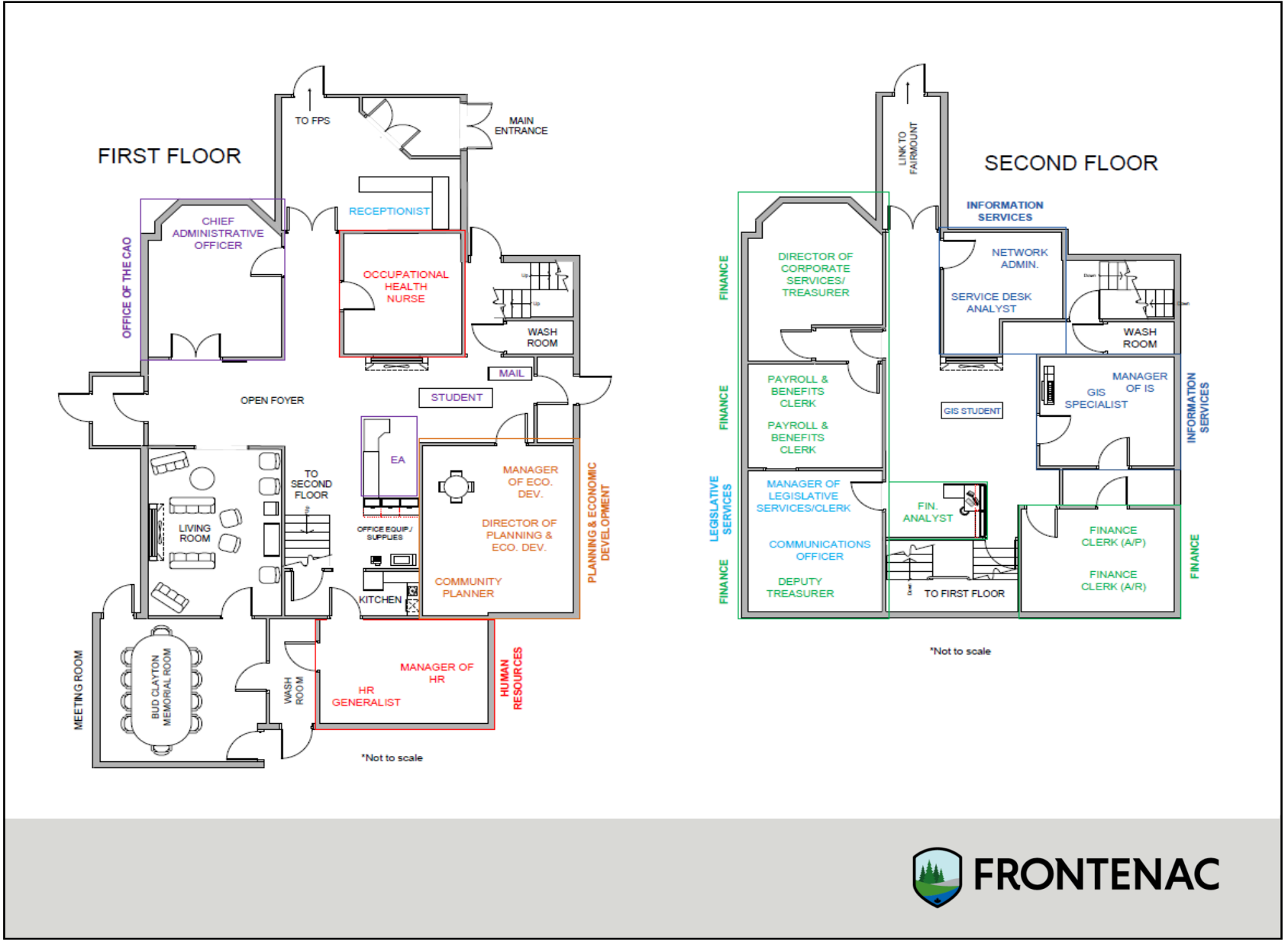


# Advantages

- Proximity
  - Employment base
  - Urban Paramedic stations
  - Fairmount
- Plenty of under utilized space
- Historic character of the building



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# Options

**Option #1**  
Do Nothing

**Option #2**  
Renovate for Washroom  
Accessibility

**Option #5**  
Move FPS to another facility  
(leased) and move current 2<sup>nd</sup> flr.  
Secure/re-purpose 2<sup>nd</sup> flr. Reno  
washrooms of 1<sup>st</sup> flr only.

**Option #6**  
Old House Conversion to New  
Use + Addition to accommodate  
accessibility and productivity  
needs.

**Option #3**  
Renovate for Washroom  
Accessibility + Improved  
Reception

**Option #7**  
Old House conversion to new  
use + move to new site (possibly  
within the County)

**Option #4**  
Renovate for Washroom  
Accessibility + Improved  
Reception + Office Productivity

**Option #8**  
Old House De-commission +  
Move to New Site (possibly  
within the County)



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# Current Status

- February 2017 – staff directed to investigate potential partnership arrangements and site location options
  - » Site location options to be in proximity to the 401
  - » Partnership opens up opportunities for:
    - Shared space (board rooms, meeting rooms, staff areas, support space)
    - Shared back office resources – e.g., IT, Accounting, HR
    - Addition of community space
  - » May be an option to include paramedic services/ training if the location is conducive



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# Recommended Next Steps

- Site visit to similar facilities
- Second joint meeting – end of April
- RFP for space needs and options analysis – either jointly or alone

