



**Administrative Building Design Task Force Meeting  
Wednesday, April 18, 2018 – 12:00 p.m.  
Frontenac Room, County  
Administrative Building  
2069 Battersea Road, Glenburnie, ON**

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**AGENDA**

Page

- 1. Call to Order**
- 2. Adoption of the Agenda**
  - a) **That** the agenda for the April 18, 2018 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 March 9, 2018  
**That** the minutes of the Administrative Design Task Force meeting held March 9, 2018 be adopted.
- 5. Deputations and/or Presentations**
- 6. Reports**
  - a) **2018-058**  
**Administrative Building Design Task Force**  
**Site Selection Criteria and Priority Setting**
- 7. Communications**
- 8. Other Business**
- 9. Next Meeting**
- 10. Adjournment**

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**Minutes of the Administrative Building Design Task Force Meeting  
March 9, 2018**

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A meeting of the Administrative Building Design Task Force was held at the Cataraqui Region Conservation Authority Building, 1641 Perth Rd, Glenburnie at 9:30 a.m. and moved to the Bud Clayton Memorial Room, County Administrative Office, 2069 Battersea Road, Glenburnie on Friday, March 9, 2018 at 11:30 AM

**Present:**

Councillor Dewey  
Councillor Nossal  
Councillor Vandewal

**Regrets:**

Councillor Inglis

**County Staff Present:**

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

**CRCA Members Present:**

Geoff Rae, General Manager  
Alan Revill, Councillor South Frontenac  
Rob McRae, Manager, Watershed Planning and Engineering  
Donna Campbell, Assistant to the Chair and General Manager  
Max Kaiser, Council Greater Napanee  
Sandy Hay, City of Brockville Representative  
Tom Beaubiah, Manager Conservation Lands

**1. Call to Order**

The Clerk called the meeting to order at 9:30 a.m. and proceeded to the Election of Officers.

**2. Election of Officers**

**a) Election of Chair**

Moved By: Councillor Dewey  
Seconded By: Councillor Nossal

**That** Councillor Ron Vandewal be elected Chair of the Administrative Office Design Task Force for 2018.

**Carried**

Moved By: Councillor Nossal  
Seconded By: Councillor Dewey

**That** nominations for Chair be closed.

**Carried**

**b) Election of Vice-Chair**

Moved By: Councillor Vandewal  
Seconded By: Councillor Nossal

**That** Councillor Tom Dewey be elected Vice Chair of the Administrative Office Design Task Force for 2018.

**Carried**

Moved By: Councillor Nossal  
Seconded By: Councillor Vandewal

**That** nominations for Vice Chair be closed.

**Carried**

Councillor Vandewal assumed the Chair.

**3. Adoption of the Agenda**

Moved By: Councillor Nossal  
Seconded By: Councillor Dewey

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

**Carried**

**4. Disclosure of Pecuniary Interest and General Nature Thereof**

There were none.

**5. Adoption of Minutes**

**a) Minutes of Meeting held December 14, 2016**

Moved By: Councillor Nossal  
Seconded By: Councillor Dewey

**That** the minutes of the Administrative Design Task Force meeting held December 14, 2016 be adopted.

**Carried**

**6. Deputations and/or Presentations**

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**7. Reports**

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

This portion of the meeting was held at the CRCA site, 1641 Perth Rd, Glenburnie

Mr. Pender provided a presentation of the background of the County's Administrative Building Design Task Force which was mandated by County Council to review and make recommendations on the County Administrative Building, including the potential that arose to have a shared office space with the CRCA which is the purpose of today's meeting. The presentation included the current issues the County faces with respect to its current building. A copy of Mr. Pender's presentation was attached to the agenda.

Should the current County office building be decommissioned, it could be turned into community space as it is located close to the Rideau Corridor as well as central to the EOWC.

It was questioned how the County will protect its brand given it is currently located within the City of Kingston to which Mr. Pender noted that the location of the offices is a political decision; however consideration would need to be given to all member municipalities and their travel time as well as current staff travel time.

Mr. Rae provided a presentation on the background of the CRCA facility condition assessment, including potential next steps for both the CRCA and the County of Frontenac. A copy of which is attached to the record in the Clerk's Office.

The CRCA currently has 34 staff; however depending on where it is located would determine the number of staff that would need to be accommodated. He suspects the current building would be demolished and the existing septic tank would need to be replaced.

It was noted again the importance of branding and with respect to the CRCA, their brand is the outdoor centre; however developers and citizens often attend the site to apply for permits. Moving south of the 401 to a more urban centre would be somewhat in contravention to that brand.

CRCA, from an operational perspective, needs to be in proximity of the 401 given its geographic area runs east-west between Brockville and Napanee. It could move further north; however how far north would need to be determined.

If considering a shared space, it would need to be shown the actual and true savings in order to receive tax payers support. You would need to look at individual costs and then costs if this were to be done jointly to determine if there are potential savings. It was also suggested that a lease rather than owned facility option may be more beneficial should one partner chose to move. This option is currently being discussed by staff as this can be overcome in ownership as well, depending on the design of the building.

It would help committee members if staff were to come to a joint meeting with a list of their wants and must haves. There was discussion around if the County offices should be located in the County; however most people see the City of Kingston as being located in the County and the County administrative offices have always been located in the City so the Committee didn't see this as an issue.

It was also noted that contractors who need to attend the offices are not paid for travel time and an additional 20 minute commute north could make a difference.

With respect to the decision to either renovate or do a new build, the existing CRAC building has met its useful life cycle and needs to be replaced and with respect to the County facility, it is an old building that would be costly to renovate.

The Committee adjourned to take a tour of the site and then proceeded to the County Administrative Building.

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

This portion of the meeting was held at the County Administrative site, 2069 Battersea Road, Glenburnie

Mr. Pender provided an overview of the layout of the County Administrative Building and its history. He also noted potential options and locations for expansions to the building or on the site. The options for the location of the paramedic services was also discussed with the likelihood that they would remain at this building or lease a property in the City. With the paramedics relocating, there is 10,000 square feet of available space; however this would mean the loss of meeting space.

There is room to expand with respect to the capacity of the well and septic. There is also the option if the paramedics relocate, for the County to use the entire space or a small addition could support the CRCA. The Old House; however is not accessible in terms of washrooms.

**Next Steps:**

It was suggested that the respective CAO's, along with a few Committee members attend a few of the Conservation Authority shared buildings; however it was felt that before any site visits happen, it needs to be determined if both parties are willing to

move forward with a shared new build. This requires both parties coming forward with their wants and must haves.

The County administrative building is already a shared space and to add another entity to it would make it convoluted. It was felt that the CRCA would lose its identity here.

The County CAO and the CRCA General Manager will take a report to their respective Council/Board to determine if there is an appetite for moving forward with the construction of a new shared facility. The group will meet again in early April once this major decision has been made as it was suspected by many around the table that the location of a new building is not a major point.

**8. Communications**



**9. Other Business**

There was none.

**10. Next Meeting**

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

**11. Adjournment**

Moved By: Councillor Dewey

Seconded By: Councillor Nossal

**That** the meeting hereby adjourn at 12:37 p.m.

**Carried**



**Report 2018-058**

**Council Information Report**

**To:** Warden and Council of the County of Frontenac  
**Prepared by:** Kelly J. Pender, Chief Administrative Officer  
**Date of meeting:** April 18, 2018  
**Re:** **Administrative Building Design Task Force – Site Selection  
Criteria and Priority Setting**

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**Recommendation**

For Committee Information

**Background**

At the March 21, 2018 meeting of County Council, the following motion was approved:

**Resolved That** the Council of the County of Frontenac receive the Administrative Office Review – Moving Forward, Potential Partnership with the Cataraqui Region Conservation Authority (CRCA) report for information;

**And Further That** Council remains open to continuing discussion with the CRCA with respect to the construction of a potential joint administrative facility located either on the grounds of the current County facility at 2069 Battersea Road, or the CRCA property at Little Cataraqui Creek Conservation Area at 1641 Perth Road (or in the vicinity);

**And Further That** the Administrative Building Design Task Force (ABDTF) report back regarding progress and options by July 31, 2018.

The purpose of the meeting is to review the three elements described below and develop a strategy for moving forward.

**Comment**

Regardless of where a County administration office is constructed, or if a partner is included, three elements need to be addressed in order to move forward:

1. A financing strategy:

- a. How much can be taken from reserves?
- b. Can we borrow from existing reserves?
- c. How will be borrowed?
- d. What are the levy impacts?
- e. What trade-offs, enhancement and cost savings can be achieved that will provide cost savings over a reasonable life span.

The financing strategy will ensure the highest value construction with the lowest taxpayer costs. For the County, this process can be completed with internal resources utilizing treasury staff.

2. Establishment of a rigorous site selection and priority setting tool for Council :

- a. What site criteria are important?
- b. Which criteria are the highest priority?

The site selection/priority setting process will help ensure any final decision is defensible and help assure taxpayers the process was open, fair and transparent. The establishment of a ranking system can be applied to any site and allow different sites to be assigned a score for comparison purposes.

It is recommended that this process will be made prior to any final selection and be sufficiently comprehensive to be applied to any site that Council may wish to consider in the future.

To illustrate, the presence of correct official plan and zoning for a site should likely be a high priority as a lengthy planning process will add costs and delay the project. While visibility and profile, while desirable can be overcome relatively inexpensively with signage, therefore will likely rank as a lower priority.

This process can be completed with internal resources.

3. Space needs analysis:

- a. How do we meet current needs in the most economical manner – both during construction and operations?
- b. What will be the payback period for investments in energy conservation?
- c. How do we distinguish between “needs” and “wants”?
- d. How do we ensure flexibility to adapt to future needs?

The space needs analysis will need to be completed with the assistance of outside resources and would form the basis of any construction/renovation.

**Sustainability Implications**

Any new facility would be constructed to a LEED standard in order to maximize energy efficiency. Shared facilities would reduce the overall environmental foot print required to construct/occupy two separate facilities.

**Financial Implications**

There are no financial implications at this point in the exercise. The process will help identify the site that best meets needs while providing the lowest cost option.

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

Geoff Rae, General Manager, Cataraqui Region Conservation Authority