



**Administrative Building Design Task Force Meeting
Wednesday, June 27, 2018 – 9:00 a.m.
CRCA Outdoor Centre,
1641 Perth Road, Glenburnie, ON**

AGENDA

Page

1. **Call to Order**
2. **Adoption of the Agenda**
 - a) **That** the agenda for the June 27, 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 April 18, 2018
That the minutes of the Administrative Design Task Force meeting held April 18, 2018 be adopted.
5. **Deputations and/or Presentations**
6. **Reports**
 - a) **Facilitation Workshop
Site Criteria and Priority Setting**

This will be a facilitated session led by Mr. Rob Wood.
7. **Communications**
8. **Other Business**
9. **Next Meeting**
10. **Adjournment**

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**Minutes of the Administrative Building Design Task Force Meeting
April 18, 2018
Unconfirmed**

A meeting of the Administrative Building Design Task Force was held in the Frontenac Room, County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, April 18, 2018 at 12:12 p.m.

Present:

Councillor Vandewal, Chair
Councillor Dewey, Vice Chair
Councillor Nossal
Councillor Inglis

County Staff Present:

Jannette Amini, Manager of Legislative Services/Clerk (Recording Secretary)
Kelly Pender, Chief Administrative Officer
Joe Gallivan, Director of Planning and Economic Development

CRCA Members Present:

Sandy Hay, City of Brockville Representative

1. Call to Order

The meeting was called to order immediately following the adjournment of the Council meeting at 12:12 p.m. in the Kingston Frontenac Rotary Auditorium and members proceeded to the Frontenac Room.

2. Adoption of the Agenda

Moved By: Councillor Dewey
Seconded By: Councillor Nossal

That the agenda for the April 18, 2018 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 March 9, 2018

Moved By: Councillor Inglis
Seconded By: Councillor Nossal

That the minutes of the Administrative Design Task Force meeting held March 9, 2018 be adopted.

Carried

5. Deputations and/or Presentations

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**6. Reports**

**a) 2018-058  
Administrative Building Design Task Force  
Site Selection Criteria and Priority Setting**

Mr. Pender provided an overview of the report, which includes the 3 steps that need to happen prior to any decisions being made.

Mr. Pender displayed an excel spreadsheet that listed suggested criteria, along with the ability to apply a rating to each, which was open to the committee for discussion and or amendments.

The committee discussed how far from its existing location it would be willing to go, noting that public comments seems to favour any new build being located within the County; however staff commute time also needs to be addressed. There is a property located in Harrowsmith that is owned by the Township of South Frontenac. Depending on the where and what the Committee places its priority on will determine what location will rise to the top of the list.

For visibility/profile, it would need to be located either on Battersea Road, Highway 38, Perth Road or Sydenham Road as those are the busiest roads. If decisions are being made regarding financial considerations, then availability of drinking water, existing septic and site ownership would rate high.

The Committee came up with some preliminary rankings regarding the site.

Mr. Hayes provided some insight into the discussions of the CRCA, noting specifically that during their meeting, it was concluded that it does not need to be located in the County.

Councillor Vandewal and the CAO will meet with their CRCA counterparts to look at a facilitated session.

**7. Communications**

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8. Other Business

There was none.

9. Next Meeting

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

10. Adjournment

Moved By: Councillor Inglis
Seconded By: Councillor Nossal

That the meeting hereby adjourn at 1:46 p.m.

Carried