



County Council Meeting
Wednesday, November 18, 2015 – 1:00 p.m.
The Frontenac Room,
County Administrative Building
2069 Battersea Road, Glenburnie, ON

AGENDA

Page

1. Adoption of Agenda

- a) **Resolved That** the agenda for the November 18, 2015 meeting of the Council of the County of Frontenac be approved.

2. Disclosure of Pecuniary Interest and General Nature Thereof

3. Adoption of Minutes

- a) Minutes of Regular Council Meeting Held October 21, 2015.
Resolved That the minutes of the regular Council meeting held October 21, 2015 be adopted.
- b) Minutes of Committee of the Whole Budget Meeting Held October 14 and 21, 2015.
Resolved That the minutes of the Committee of the Whole Budget meeting held October 14 and 21, 2015 be adopted.
- c) Minutes of Committee of the Whole Budget Meeting Held November 12, 2015.
Resolved That the minutes of the Committee of the Whole Budget meeting held November 12, 2015 be adopted.

4. Deputations and/or Presentations

- a) **John Suart**, Manager and **Steve Woodman**, Executive Director, Family and Children's Services of Frontenac, Lennox and Addington will provide County Council with a presentation on the FACSFLA 2014-2015 Community Report "Thinking Differently".
[See Communications c)]

5. Proclamations

6. Move into Committee of the Whole

- a) **That** Council adjourn and meet as Committee of the Whole Council, with the Deputy Warden in the Chair.

7. Briefings

- a) **Dylan Conners**, Project Manager, WSP Canada Inc. will brief County Council with respect to Information Report 2015-114, Asset Condition Assessment of Fairmount Home, Old House and Palace Road Station. [See Information Reports from the Chief Administrative Officer, clause b)]
- b) **Steven L. Fischer**, PhD, R.Kin, Assistant Professor, University of Waterloo and Renee S. MacPhee, PhD, Associate Professor, Wilfrid Laurier University will brief the Committee of the Whole with respect to Recommend Report 2015-118, Emergency and Transportation Services – CSSP research Federal Research Project with Queen’s University. [See Information Reports from the Chief Administrative Officer, clause f)]
- c) **Marian VanBruinessen**, Director of Corporate Services/Treasurer will provide County Council with a briefing regarding Information Reports from the Chief Administrative Officer, clause g) Corporate Services – Pine Meadows Retirement Home – Northbrook – Additional Information to Request for Support.

8. Unfinished Business

9. Recommend Reports from the Chief Administrative Officer

- a) **2015-110**
Corporate Services
Federal Gas Tax Allocation
Recommendation

Resolved That Council of the County of Frontenac receive the Corporate Services – 2015 Federal Gas Tax Allocation By-law report;

And Further That the Clerk be directed to bring forward a by-law to amend By-law 2015-0013 to authorize the additional distribution of Federal Gas Tax to the Townships in 2015.

- b) **2015-111**
Corporate Services
2016 Frontenac-Howe Islander Ferry Fees and Fares Schedule
Recommendation

Resolved That Council of the County of Frontenac receive the Corporate Services – 2016 Frontenac-Howe Islander Ferry Fees and

Fares Schedule report;

And Further That a by-law be introduced later in the meeting to adopt the 2016 Frontenac-Howe Islander Ferry Fees and Fares Schedule.

33 - 51

- c) **2015-113**
Corporate Services
Reimbursement of Expenses Policies
Recommendation

Resolved That Council of the County of Frontenac receive the Corporate Services –Reimbursement of Expenses Policies report;

And Further That the Clerk be directed to bring forward a by-law to establish the reimbursement of expenses and rescind Bylaw 2011-0005 effective January 1, 2016.

10. Deferred Reports

52 - 58

- a) 2015-107
 Office of the Chief Administrative Officer
Pine Meadows Retirement Home – Northbrook – Request for Support
[This report was deferred from the November 12, 2015 Committee of the Whole meeting]

Also see clause g) under Information Reports 2015-121 Corporate Services – Pine Meadows Retirement Home – Northbrook – Additional Information to Request for Support

Recommendation

That the Council of the County of Frontenac receive with thanks the delegation and funding request from Pine Meadows Nursing Home requesting a \$125,000 contribution from the County of Frontenac and select Option ____ from staff Report 2015-107, namely

_____.

11. Information Reports from the Chief Administrative Officer

59 - 69

- a) **2015-112**
Corporate Services
Staff Vacancies – Human Resources Manager and Community Planner

70 - 290

- b) **2015-114**
Corporate Services
Asset Condition Assessment of Fairmount Home, Old House and Palace Road Station.

291 - 295	c)	2015-115 Corporate Services 3rd Quarter Financial Summary
296 - 297	d)	2015-116 Planning and Economic Development K&P Trail Update Report
298 - 299	e)	2015-117 Fairmount Home 2015 3rd Quarter Activity Report
300 - 304	f)	2015-118 Emergency and Transportation Services CSSP Federal Research Project with Queen's University
305 - 308	g)	2015-121  Corporate Services Pine Meadows Retirement Home – Northbrook – Additional Information to Request for Support

12. Reports from Council Liaison Appointees

- a) Emergency and Transportation Services - Councillor Nossal
- b) Long Term Care (Fairmount Home) - Councillor Inglis
- c) Corporate Services - Councillor Dewey
- d) Planning and Economic Development - Councillor McDougall

13. Reports from External Boards and Committees

- a) Kingston Frontenac Library Board Update - Councillor Vandewal
- b) KFL&A Public Health Board Update - Warden Doyle
- c) RULAC, LSR and Other Updates
- d) Algonquin Land Claim Update - Councillor Inglis
- e) Frontenac County Youth Justice Advisory Committee Update - Councillor Nossal
- f) Housing and Homelessness Committee Update - Deputy Warden Smith
- g) Rideau Corridor Landscape Steering Committee Update - Councillor McDougall
- h) Eastern Ontario Warden's Caucus Update - Warden & CAO

14. Reports from Advisory Committees of County Council

15. Return to Council

- a)

That Council revert from Committee of the Whole Council, to Council.

16. Adoption of the Report of the Committee of the Whole Council

- a) **That** the report of the Committee of the Whole Council be adopted and that the necessary actions or by-laws be enacted.

309 b) Committee of the Whole Meeting held November 12, 2015

All items listed on the Committee of the Whole Report shall be the subject of one motion. Any member of County Council may ask for any item(s) included in the Committee of the Whole Report to be separated from that motion and considered separately, whereupon the Committee of the Whole Report without the separated item(s) shall be put to the vote and the separated item(s) shall be considered immediately thereafter.

The Committee of the Whole reports and recommends the following to County Council for consideration:

Report of the Committee of the Whole

b) **2015-109**

Planning and Economic Development

Establishment of the Canada 150th Anniversary Planning Advisory Committee

Be It Resolved That staff be directed to bring forward a report to Council identifying a Canada 150th Anniversary celebration legacy project for the County of Frontenac.

c) **2015-108**

Corporate Services

2016 Draft Budget

Resolved that the Committee of the Whole of the County of Frontenac accept this Corporate Services – 2016 Draft Budget report and 2016 Draft Budget Document (Appendix A) for discussion;

And further that the Council of the County of Frontenac pass a by-law at its meeting on November 18, 2015 approving the 2016 Budget.

17. Motions, Notice of Which has Been Given

310

- a) **Declaration of Intent of the County of Frontenac to Comply with the Compact of Mayors on Green House Gas Emissions**



Moved by Warden Doyle

Seconded by Councillor Nossal

Whereas the Great Lakes and St. Lawrence Cities Initiative has requested that its membership join in signing the Mayors' Compact in advance of the Paris Climate Conference in order to help strengthen its position;

Be It Resolved That the Warden be authorized to declare the intent of the County of Frontenac to comply with the Compact of Mayors to reduce greenhouse gas emissions, track progress, and prepare for the impacts of climate change and pledge to publicly report on the following within the next three years:

- The greenhouse gas emissions inventory for our County consistent with the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC), within one year or less
- The climate hazards faced by our County, within one year or less
- Our target to reduce greenhouse gas emissions, within two years or less
- The climate vulnerabilities faced by our County, within two years or less
- Our plans to address climate change mitigation and adaptation within three years or less

18. Giving Notice of Motion

19. Communications

That Council consent to the following communications of interest to Council listed below be received and filed:

- a) From AMO regarding the Federal Gas Tax Fund 2014 Annual Expenditure Report
[Distributed to Members of County Council October 23, 2015]
- b) From the City of Kingston inviting Council to the Opening of the new Provincial Court
[Distributed to Members of County Council October 23, 2015]
- c) From the Family and Childrens Services of Frontenac Lennox and Addington providing its Annual Report
[Distributed to Members of County Council October 23, 2015]
- d) From the Kingston Frontenac Housing Corporation providing its Agenda

package for October 26, 2015

[Distributed to Members of County Council October 23, 2015]

- e) From the Municipality of East Ferris with Regards to Private Laneways in the Algonquin Land Claim
[Distributed to Members of County Council October 23, 2015]
- f) From AMO regarding Ontario's Response to the Report of the Expert Advisory Panel on Homelessness
[Distributed to Members of County Council October 30, 2015]
- g) From the Ministry of Economic Development Employment & Infrastructure requesting nominations for the 2016 David Onley Award
[Distributed to Members of County Council October 30, 2015]
- h) From Enbridge providing a copy of it's "Connecting Canadian Communities"
[Distributed to Members of County Council November 6, 2015]
- i) From the Kingston Frontenac Public Library Board providing its Minutes of Meeting held September 23 2015
[Distributed to Members of County Council November 6, 2015]
- j) From Gord Rodgers inviting members of Council to the Frontenac Stewardship Foundations Eastern Ontario Environmental Forum
[Distributed to Members of County Council November 13, 2015]
- k) From the Ministry of Agriculture, Food & Rural Affairs Inviting Warden to Attend Award Ceremony
[Distributed to Members of County Council November 13, 2015]
- l) From the Rural Ontario Institute seeking nominations for the Rural Ontario Institute Youth Engagement Showcase
[Distributed to Members of County Council November 13, 2015]

20. Other Business

21. Public Question Period

22. By-Laws – General By-laws and Confirmatory By-law

- a) First and Second Reading

Resolved That leave be given the mover to introduce by-laws a) through d) that have been circulated to all Members of County Council and that by-laws a) through d) be read a first and second time.

- b) Third Reading

Resolved That by-laws a) through d) be read a third time, signed, sealed and finally passed.

By-Laws

- 311 - 313** a) To Establish the 2016 Howe Islander Ferry Fees and Fares
 [Proposed By-Law No. 2015-0046]
- 314 - 315** b) To Authorize the Corporation of the County of Frontenac to
 Distribute Federal Gas Tax
 [Proposed By-Law No. 2015-0047]
- 316 - 333** c) To Authorize the Reimbursement of Expenses for County of
 Frontenac Council Members, Employees, Non-Council
 Appointees to Local Boards, Commissions or Committees and
 Other Members of the Public Who have been Requested to
 Represent the County
 [Proposed By-Law No. 2015-0048]
- 334** d) To Adopt the Estimates for the Sums Required During the Year
 2016 for the Purposes of the County of Frontenac
 [Proposed By-Law No. 2015-0049]
- 335 - 336** e) Confirmation of Actions and Proceedings
 [Proposed By-Law No. 2015-0050]

23. Adjournment



MINUTES OF THE REGULAR MEETING OF COUNCIL
October 21, 2015

A regular meeting of the Council of the County of Frontenac was held in the Frontenac Room of the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, October 21, 2015 at 9:00 a.m.

Present: Warden Denis Doyle, Deputy Warden Frances Smith,
Councillors Ron Higgins, Ron Vandewal, Natalie Nossal, John
Inglis and John McDougall

Regrets: Councillor Tom Dewey

Also Present:

County:
Kelly Pender, Chief Administrative Officer
Joe Gallivan, Director of Planning and Economic Development
Marian VanBruinessen, Director of Corporate Services/Treasurer
Steve Silver, Acting Administrator-Fairmount Home
Jannette Amini, Manager of Legislative Services/Clerk
Anne Marie Young, Manager of Economic Development
David Millard, Manager of Information Services
Susan Brant, Deputy Treasurer
Lisa Hirvi, Manager of Human Resources

Media: Jeff Green, The Frontenac News and Craig Bakay, Frontenac EMC

1. Adoption of Agenda

Motion #: 222-15 Moved By: Councillor Nossal
Seconded By: Deputy Warden Smith

Resolved That the agenda for the October 21, 2015 meeting of the Council of the County of Frontenac be approved.

CARRIED

2. Disclosure of Pecuniary Interest and General Nature Thereof

There were none.

3. Adoption of Minutes

a) Minutes of the Regular Council Meeting Held September 23, 2015

Motion #: 223-15 Moved By: Councillor Higgins
Seconded By: Councillor Inglis

Resolved That the minutes of the regular Council meeting held September 23, 2015 be adopted.

CARRIED

b) Minutes of the Committee of the Whole Meeting Held October 7, 2015

Motion #: 224-15 Moved By: Councillor Vandewal
Seconded By: Councillor McDougall

Resolved That the minutes of the Committee of the Whole meeting held October 7, 2015 be adopted.

CARRIED

4. Deputations and/or Presentations

a) **Ms. Betty Hunter and Mr. Ernest Lapchinski**, Pine Meadows Nursing Home, addressed County Council with respect to a request for financial support from the County for the replacement of 11 original windows at a cost of \$13,500 per window for a total of \$165,000.

5. Proclamations

**a) GIS Day
November 18, 2015**

Motion #: 225-15 Moved By: Deputy Warden Smith
Seconded By: Councillor Nossal

Whereas Geography Awareness Week is November 15-21, 2015;

And Whereas National Geographic Information System (GIS) Day is November 18th, 2015;

And Whereas Geography Awareness Week promotes GIS and geographic literacy;

And Whereas GIS is an important part of geography awareness;

And Whereas the County of Frontenac is committed to expanding GIS awareness throughout the County in order to showcase real-world applications with GIS.

Now Therefore Be It Resolved That the Council of the County of Frontenac hereby proclaims November 18th, 2015 as GIS Day in Frontenac County.

CARRIED

coming from the County Stabilization fund to be replenished before the WSIB Schedule 2 Claims Reserve (payback period for total departure fee estimated at 1.1 years by Nexus Actuarial Consultants);

And Further That the County purchase Excess Loss Insurance with a minimum retention level of \$500,000 (the County is responsible for the first \$500,000 of costs arising per WSIB incident) and Blanket Accident Insurance with a maximum payable of \$500,000 (to cover the first \$500,000 per WSIB incident);

And Finally That the final Excess Loss and Blanket Accident Insurance levels be brought forth to Corporate Services in December 2015 once the formal quotations are received.

CARRIED

Council recessed at 10:00 a.m.

Council reconvened at 10:10 a.m.

- c) **Briefing:** Mr. Brian Whitehead of Jp2g Consulting briefed Council and responded to questions regarding Report 2015-101, Private Roads Study.
- d) **2015-101**
Planning and Economic Development
Private Roads Study

Motion #: 228-15 Moved By: Councillor Inglis
Seconded By: Councillor Nossal

Resolved That the Council of the County of Frontenac receive the presentation at the October 21st County Council meeting by Jp2g Consultants on the status of the Frontenac County Private Roads Study report.

CARRIED

- e) **2015-102**
Corporate Services -
Reserves and Reserve Funds 2016

Motion #: 229-15 Moved By: Councillor Higgins
Seconded By: Councillor Vandewal

That the Council of the County of Frontenac receive this Corporate Services Reserve and Reserve Funds 2016 report;

And Further That Council approve the Reserve and Reserve Funds as presented in Appendix A.

CARRIED

**f) 2015-104
Planning and Economic Development
Community Improvement Plan No. 5**

Motion #: 230-15 Moved By: Councillor McDougall
Seconded By: Councillor Inglis

Resolved That the Council of the County of Frontenac receive the Planning & Economic Development – Community Improvement Project #5 report and the attached report for consideration and discussion;

And Further That Council select the community of Harrowsmith in the Township of South Frontenac as the community for the next Community Improvement Plan in the County, subject to the support of the Council of the Township of South Frontenac and, in the event a project for Harrowsmith cannot proceed, staff report back to County Council with other options for investment in a community improvement area.

CARRIED

Council returned to Information Reports at 11:45 a.m. to permit questions from Members of Council.

10. Information Reports from the Chief Administrative Officer

a) **2015-105**
Corporate Services
Four Month Attendance Management Report Card

b) 2015-106
Corporate Services
Council Remuneration By-law

11. Reports from Council Liaison Appointees

a) Emergency and Transportation Services - Councillor Nossal

Councillor Nossal provided an overview of the Emergency and Transportation Services Department liaison activities since the last Council meeting.

b) Long Term Care (Fairmount Home) - Councillor Inglis

Councillor Inglis provided an overview of the Long Term Care (Fairmount Home) liaison activities since the last Council meeting.

c) Corporate Services - Councillor Dewey



d) Planning and Economic Development - Councillor McDougall

Councillor McDougall provided an overview of the Planning and Economic Development Department liaison activities since the last Council meeting.

12. Reports from External Boards and Committees**a) Kingston Frontenac Library Board Update - Councillor Vandewal**

No Report.

b) KFL&A Public Health Board Update – Warden Doyle

No Report

c) RULAC, LSR and Other Updates

No Report

d) Algonquin Land Claim Update - Councillor Inglis

No Report

e) Frontenac County Youth Justice Advisory Committee Update - Councillor Nossal

The Committee met last Friday and received a briefing from the Community Oriented Response and Enforcement “CORE” who are seeking ways to help support Juvenile’s caught in the system which is something that is lacking in Kingston.

f) Housing and Homelessness Committee Update - Deputy Warden Smith

The Committee has been focused on the redevelopment of Rideau Heights and given that the Housing Strategy is now in place, the Committee will be looking at reducing the frequency of its meetings. The Deputy Warden will be meeting with the Southern and Northern Frontenac Community Services agencies to learn more about the rural issues and bring these issues to the Housing and Homelessness Advisory Committee.

g) Rideau Corridor Landscape Steering Committee Update - Councillor McDougall

No Report

h) Eastern Ontario Warden's Caucus Update - Warden & CAO

A meeting did take place at Queen’s Park with various Ministries where the EOWC was lobbying for funding to improve cell phone coverage. As well, it was noted that AMO has a Waste Management Task Force that is looking at 100% of payments that are to be made by industries regarding the recycling of industry waste which is currently not taking place.

Report of the Committee of the Whole

a) **2015-071**
Corporate Services
Council Compensation Review

That the salary of the Deputy Warden be increased to 20% higher than that of a Councillor salary effective January 1, 2015; and,

That staff be directed to bring forward a report on meals, mileage (to be in line with the CRA), and expenses for Council; and,

That effective January 1, 2016 the Wardens salary be established at \$22,250, the Deputy Warden salary at \$11,505 and Councillor salaries at \$9,088; and,

That per diems only be paid for attendance at external Boards where the Councillor is representing the County and special Council meetings; and,

That the CPI be applied annually to the base salary; and,

That the base expense account for members of Council be set at \$4000.

b) **2015-097**
Corporate Services
Review of County of Frontenac Procedural By-law 2013-0020

That the Council approve the recommended amendments to By-law No. 2013-0028, as amended outlined in the report, including the addendum; and,

That Section 22.3, Number of Votes be amended "or Committee of the Whole" after the words "present at a Meeting of Council"; and,

That staff be directed to bring forward for adoption a by-law amending by-law 2013-0020, being a by-law for governing the calling, place and proceedings of meetings for the County of Frontenac.

CARRIED

16. Motions, Notice of Which has Been Given

a) Shared Economic Development with City of Kingston

Motion #: 235-15 Moved By: Councillor Vandewal
Seconded By: Councillor Higgins

Be It Resolved That the Warden and CAO meet with the City of Kingston for discussions on shared economic development and cost savings or what alternatives could be done collaboratively for savings as they are doing a total review of KEDCO.

CARRIED

21. By-Laws – General By-laws and Confirmatory By-law

a) First and Second Reading

Motion #: 239-15 Moved By: Councillor Nossal
Seconded By: Councillor Vandewal

Resolved That leave be given the mover to introduce by-laws a) through d) that have been circulated to all Members of County Council and that by-laws a) through d) be read a first and second time.

CARRIED

b) Third Reading

Motion #: 240-15 Moved By: Councillor Inglis
Seconded By: Deputy Warden Smith

Resolved That by-laws a) through d) be read a third time, signed, sealed and finally passed.

CARRIED

22. By-Laws

- a) To Authorize the Payment of Remuneration to County of Frontenac Council Members and Non-Council Appointees to Statutory Boards and Committees (Proposed By-Law No. 2015-0042)
- b) To Amend By-Law 2013-0020 (Appointment to the Community Development Advisory Committee) (Proposed By-Law No. 2015-0043)
- c) To Amend By-Law 2013-0020 (Comprehensive Review) (Proposed By-law No. 2015-0044)
- d) To Confirm all Actions and Proceedings of County Council at its Meeting held on October 21, 2015 (Proposed By-Law No. 2015-0045)

23. Adjournment

Motion #: 241-15 Moved By: Councillor Higgins
Seconded By: Councillor Vandewal

That the meeting hereby adjourn at 1:40 p.m.

CARRIED

Denis Doyle, Warden

Jannette Amini, Clerk



**Minutes of the Meeting of the Committee of the Whole
October 14 and 21, 2015**

A Committee of the Whole meeting of the County of Frontenac was held in the South Frontenac Township Council Chamber, 4432 George Street, Sydenham, Ontario, on Wednesday October 14 at 9:06 a.m. and reconvened in the Kingston Frontenac Rotary Auditorium at the County Administrative Offices, 2069 Battersea Road, Glenburnie on Wednesday, October 21, 2015 at 11:55 a.m.

Roll Call October 14, 2015

PRESENT: Warden Denis Doyle, Deputy Warden Frances Smith,
Councillors Ron Higgins, Ron Vandewal, John Inglis, John
McDougall, Natalie Nossal and Tom Dewey

ALSO PRESENT: **County:**
Kelly Pender, Chief Administrative Officer
Marian VanBruinessen, Director of Corporate
Services/Treasurer
Paul Charbonneau, Director of Emergency & Transportation
Services
Steve Silver, Acting Administrator-Fairmount Home
Joe Gallivan, Director of Planning and Economic Development
Jannette Amini, Manager of Legislative Services/Clerk;
Anne Marie Young, Manager of Economic Development
Emily Shoniker, Director of Care
Tom Mercer, Manager of Environmental Services
David Millard, Manager of Information Services
Susan Brant, Deputy Treasurer
Lisa Hirvi, Manager of Human Resources

Media: Jeff Green, The Frontenac News and Craig Backay,
Frontenac EMC

ADOPTION OF AGENDA

Moved By: Councillor Inglis
Seconded By: Councillor Dewey

That the agenda for the October 14, 2015 Committee of the Whole meeting be adopted.

CARRIED

DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

There were none

DEPUTATIONS AND/OR PRESENTATIONS



REPORTS

- a) **2015-103**
2016 DRAFT Budget – Business Plans and Project Proposals

Moved By: Councillor Nossal
Seconded By: Councillor McDougall

That the Council of the County of Frontenac receive report 2015-103, 2016 DRAFT Budget – Business Plans and Project Proposals;

And Further That Council approve the 2016 Business Plans as presented;

And Further That Council include the following Project Proposals for inclusion in the 2016 draft budget deliberations.

Fairmount Home

- a) GUDI Evaluation for Water Supply Wells
- b) Septic System Study

Frontenac Paramedic Service

- a) Logistics increase from 1.6 to 2 FTE
- b) Logistics vehicle

Planning and Economic Development

- a) Advancing Economic Development
- b) Sustainability Reserve Allocation
- c) Communal Services Project
- d) K&P Trail Land Acquisition

Corporate Services- Council

- a) Shared Services – Infield Communications Gap Analysis
- b) Council – Membership in Great Lakes and St. Lawrence City Initiatives;
- c) Council – Membership in the Community School Alliance
- d) Finance – Work Order Software
- e) Human Resources – Disability Management contract

CARRIED

(The vote was called and CARRIED when the Committee reconvened on Wednesday, October 21, 2015)

The Committee recessed at 10 a.m. following the presentation by Fairmount Home and reconvened at 10:20 a.m.

The Committee recessed at 11:00 a.m. following the presentation by Frontenac Paramedic Services and reconvened at 11:30 a.m.

The Committee recessed at 12:15 p.m. following the presentation by Planning and Economic Development and reconvened at 12:46 a.m.

The Committee recessed at 1:58 p.m. following the presentation by Corporate Services, Office of the CAO and Information Services and reconvened on Wednesday, October 21, 2015 at 11:55 a.m.

During consideration of the Project Proposals, the following items were parked for further discussion at the next Budget Meeting and were subsequently moved forward when the meeting reconvened on October 21, 2015:

- Fairmount Home – Septic System Study
- Corporate Services – Membership in Great Lakes and St. Lawrence City Initiatives

Roll Call October 21, 2015

Present: Warden Denis Doyle, Deputy Warden Frances Smith, Councillors Ron Higgins, Ron Vandewal, Natalie Nossal, John Inglis and John McDougall

Regrets: Councillor Tom Dewey

Also Present: **County:**
 Kelly Pender, Chief Administrative Officer
 Marian VanBruinessen, Director of Corporate Services/Treasurer
 Jannette Amini, Manager of Legislative Services/Clerk
 David Millard, Manager of Information Services
 Susan Brant, Deputy Treasurer
 Lisa Hirvi, Manager of Human Resources

- b) **2015-084**
Corporate Services
Frontenac Chief Administrative Officers Infield Communications “Gap Analysis Study” Report
[This report was deferred from the September 23, 2015 Council meeting to the Budget Deliberations and has been included as a Project Proposal in Report 2015-103]

This report was considered as a project proposal under Report 2015-103, 2016 Draft Budget – Business Plans and Project Proposals.

RISE AND REPORT

Moved By: Councillor Vandewal
Seconded By: Councillor Nossal

That the Committee of the Whole rise.

And Further That the report of the Committee of the Whole Council be forwarded to County Council for Adoption.

CARRIED

COMMUNICATIONS

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**NOTICE OF MOTION**

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OTHER BUSINESS

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**PUBLIC QUESTION PERIOD**

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ADJOURNMENT

Moved By: Councillor McDougall
Seconded By: Councillor Higgins

That the meeting hereby adjourn on Wednesday October 21, 2015 at 12:59 p.m.

CARRIED



**Minutes of the Committee of the Whole Meeting
November 12, 2015**

A meeting of the Committee of the Whole was held in the Kingston Fairmount Auditorium of Fairmount Home at the County Administrative Offices, 2069 Battersea Road, Glenburnie on Thursday, November 12, 2015 at 9:03 a.m.

PRESENT: Warden Denis Doyle (late 9:30 a.m.), Deputy Warden Frances Smith, Councillors Ron Higgins, Ron Vandewal, John Inglis, John McDougall, Natalie Nossal and Tom Dewey

ALSO PRESENT: **County:**
Kelly Pender, Chief Administrative Officer
Marian VanBruinessen, Director of Corporate Services/Treasurer
Paul Charbonneau, Director of Emergency & Transportation Services
Steve Silver, Acting Administrator-Fairmount Home
Joe Gallivan, Director of Planning and Economic Development
Jannette Amini, Manager of Legislative Services/Clerk;
Anne Marie Young, Manager of Economic Development
Susan Brant, Deputy Treasurer

Media: Jeff Green, The Frontenac News

Adoption of Agenda

Moved By: Councillor McDougall
Seconded By: Councillor Dewey

Resolved That the agenda for the November 12, 2015 meeting of the Committee of the Whole be approved.

CARRIED

Disclosures Of Pecuniary Interest And General Nature Thereof

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**Deputations And/Or Presentations**

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Reports

- a) **2015-107**
Office of the CAO
Pine Meadows Retirement Home – Northbrook – Request for Support

Moved By: Councillor Higgins
Seconded By: Councillor Inglis

Resolved That the Council of the County of Frontenac receive with thanks the delegation and funding request from Pine Meadows Nursing Home requesting a \$125,000 contribution from the County of Frontenac and select Option ____ from staff Report 2015-107, namely _____.

DEFERRED

(to the November 18, 2015 Council Committee of the Whole meeting)
(See motion to Defer below which was CARRIED)

Motion to Defer

Moved By: Councillor Higgins
Seconded By: Councillor Nossal

Be It Resolved That the motion be deferred to the November 18, 2015 Council Committee of the Whole meeting)

CARRIED

- b) **2015-109**
Planning and Economic Development
Establishment of the Canada 150th Anniversary Planning Advisory Committee

Moved By: Councillor Vandewal
Seconded By: Councillor Nossal

Resolved That the Council of the County of Frontenac receive the Corporate Services –Canada 150th Anniversary Report;

And Further That Council confirm its support for resolution 210-15, being a resolution for the County of Frontenac to lead a Canada 150th Anniversary celebration;

And Further That should Council confirm its support for resolution 210-15, that \$ _____ be levied in the 2016 and 2017 budgets.

LOST

Moved By: Councillor McDougall
Seconded By: Councillor Inglis

Be It Resolved That staff be directed to bring forward a report to Council identifying a Canada 150th Anniversary celebration legacy project for the County of Frontenac.

CARRIED

c) **2015-108**
 Corporate Services
 2016 Draft Budget

Moved By: Councillor Dewey
Seconded By: Councillor McDougall

Resolved that the Committee of the Whole of the County of Frontenac accept this Corporate Services – 2016 Draft Budget report and 2016 Draft Budget Document (Appendix A) for discussion;

And further that the Council of the County of Frontenac pass a by-law at its meeting on November 18, 2015 approving the 2016 Budget.

CARRIED (7:2)
(See Recorded Vote)
(See motions to amend which were LOST)

A Recorded Vote was requested by Councillor Vandewal

Yeas: Councillor Dewey, Warden Doyle, Councillor Higgins, Councillor Inglis,
 Councillor McDougall, Councillor Nossal, Deputy Warden Smith (7)

Nays: Councillor Vandewal (count 2) (2)

Motions to Amend

Moved By: Councillor Higgins
Seconded By: Councillor Vandewal

Be It Resolved That the motion be amended to replace November 18 with December 16.

LOST

Moved By: Councillor Inglis
Seconded By: Warden Doyle

Be It Resolved That the Infield Communications Study Project Proposal be removed from the 2016 Budget.

LOST

Warden Doyle entered the meeting at 9:30 a.m.

Warden Doyle exited the meeting at 9:40 a.m.

The Committee recessed at 10:02 a.m.

The Committee reconvened at 10:09 a.m.

Warden Doyle re-entered the meeting at 10:39 a.m.

Rise And Report

Moved By: Warden Doyle
Seconded By: Councillor Higgins

That the Committee of the Whole rise.

And Further That the report of the Committee of the Whole Council be forwarded to County Council for Adoption.

CARRIED

COMMUNICATIONS

~~~~~

**NOTICE OF MOTION**

~~~~~

OTHER BUSINESS

~~~~~

**PUBLIC QUESTION PERIOD**

~~~~~

ADJOURNMENT

Moved By: Councillor Inglis
Seconded By: Councillor Nossal

That the meeting hereby adjourn at 11:17 a.m.

CARRIED

**Report 2015-110****Council Recommend Report**

To: Warden and Council Members of the County of Frontenac

From: Kelly J. Pender, Chief Administrative Officer

Prepared by: Marian VanBruinessen, Director of Corporate Services/Treasurer

Date of meeting: November 18, 2015

Re: Corporate Services – 2015 Federal Gas Tax Allocation

Recommendation

Resolved That Council of the County of Frontenac accept the Corporate Services – 2015 Federal Gas Tax Distribution By-law report;

And Further That the Clerk be directed to bring forward a by-law to amend By-law 2015-0013 to authorize the additional distribution of Federal Gas Tax to the Townships in 2015.

Background

The County is bound by the terms and conditions of the Federal Gas Tax Agreement with the Association of Municipalities of Ontario (AMO).

In March 2015 Council authorized the distribution 2015 Federal Gas Tax funds to be received: \$763,699, to be distributed to the Township by weighted assessment as follows.

2015 Federal Gas Tax Distribution		\$763,699
Township of Frontenac Islands	9.91%	\$75,719
Township of South Frontenac	57.78%	\$441,296
Township of Central Frontenac	16.44%	\$125,581
Township of North Frontenac	15.86%	\$121,103

Comment

In addition, other Federal Gas Tax funds are forwarded to the Townships for Community Improvement Plans, Eco-tourism projects and Smaller Scale sustainability projects. As the total amounts of those distributions are not known until later in the year the Bylaw must be amended to address those additional transfers.

The amended bylaw should include the following transfers;

Central Frontenac: \$50,348.50 – Community Improvement Plan
\$6,848 – Support for Small Scale Community Sustainability
Initiatives (septic inspections and signage)

Frontenac Islands: \$4,000 - Community Improvement Plan
\$15,000 – Support for Small Scale Community Sustainability
Initiatives (Tourist Information Centre)

Sustainability Implications

Governance – appropriate stewardship of County resources.

Financial Implications

A transfer from the Federal Gas Tax Reserve to the Townships as identified in the bylaw is required.

Organizations, Departments and Individuals Consulted and/or Affected

Township Treasurers
Anne Marie Young, Manager of Economic Development



Report 2015-111

Recommend Report to Council

To: Warden and Council Members of the County of Frontenac
From: Kelly J. Pender, Chief Administrative Officer
Prepared by: Marian VanBruinessen, Director of Corporate Services/Treasurer
Date of meeting: November 18, 2015

Re: Corporate Services – Frontenac-Howe Islander Ferry Fees and Fares Schedule

Recommendation

Resolved That Council of the County of Frontenac receive the Corporate Services – 2016 Frontenac-Howe Islander Ferry Fees and Fares Schedule report;

And Further That a by-law be introduced later in the meeting to adopt the 2016 Frontenac-Howe Islander Ferry Fees and Fares Schedule.

Background

The County of Frontenac establishes its fees and fares schedule for the Frontenac-Howe Islander Ferry operation annually. The ferry links the west end of Howe Island with the mainland at Kingston.

The County has, in past discussions, indicated that the operation of the ferry should not be a financial burden to the County. Within this philosophical framework, there are a number of ways to realize the municipal funding through different fees and fares scenarios.

The agreement between the County of Frontenac and the Ministry of Transportation allows for a ferry revenue reserve to be maintained up to 5% of the current operating expenditures.

A new structure for fees and fares was instated beginning in 2005 which standardized the rates charged for both the Township Ferry and the Frontenac-Howe Islander Ferry and created a common revenue account. At that time, the pass price was reduced and the ticket price increased. Having utilized this formula since 2005, it appears to meet the required contributions of both the Township and the County to the ferry operations.

Comment

The 2016 pass is again proposed to provide access to both the County and the Township ferries and the common fee structure for the Township and the County ferries is also proposed to continue.

2016 Fees and Fares

Staff propose that fees should only be collected when vehicles are coming on to Howe Island from either ferry.

In 2013 an exemption was provided for all vehicles identified as undertaking business for the Township of Frontenac Islands. No other major change is suggested in the overall principles currently in place for the fees and fares.

The County and the Township will continue to make available temporary passes to provide for short term requirements, which can be arranged at the Frontenac-Howe Islander Ferry office or the Township of Frontenac Islands' municipal office on Howe Island.

The discounted tickets to provide to visiting friends and family will be continued in 2016. One book of 10 tickets will be sold per pass holder for a price of \$45.00 to accommodate this requirement.

It is proposed that the pass price be increased by 2%.

It is suggested that the cost of the pass and the fees be amended as follows:

Annual pass for a single vehicle	* \$250.00
One additional annual pass for a single vehicle per household **	* \$63.25
Two way trip for single vehicle	\$6.00
Two way trip for single vehicle with trailer in tow	\$12.00
Additional charges for annual pass holder with trailer in tow	\$6.00
Two way trip for any heavy vehicle	\$15.00
Replacement fee per annual pass (Charged for every replacement)	\$25.00

Definitions**Single Vehicle**

Single vehicle will include a car, motorcycle, van, SUV, or pickup truck

Heavy Vehicle

Any vehicle greater than 6000 kgs and/or 7 metres (23 feet)

* These fees will be discounted by 10% for applicants who can show documentation indicating they are 65 years of age or older during 2016

** A second pass for \$63.25 will only be available if the second vehicle involved is registered to:

- The same individual who purchased the first full-price 2016 annual pass

- An individual who is married to or is in a common-law relationship with the full-price 2016 annual pass purchaser
- The dependent child of a full-price 2016 annual pass purchaser or the full-price pass purchaser's married or common-law spouse who is under the age of 18.
- The dependent child of a full-price 2016 annual pass purchaser or the full-price pass purchaser's married or common-law spouse who is over the age of 18 only if the dependent child has both the same permanent address as the full-price 2016 annual pass purchaser and is attending school full-time.

Documentation must be provided that satisfies the staff person issuing the passes.

A third pass at a reduced rate is not available.

- Township of Frontenac Islands' vehicles and vehicles which, through previous notification, the Township of Frontenac Islands identifies as undertaking Township business are exempted.

A memorandum of understanding addressing the details of this arrangement has been executed to address the sharing of revenues between the County and the Township.

The Council of the Township of Frontenac Islands considered this schedule of fees and fares at its meeting in November 2016 and approved the direction recommended.

Financial Implications

Under its agreement with the Ministry of Transportation the County can reserve up to 5% of operating expense in a reserve to mitigate ferry revenue fluctuations. This reserve was depleted in 2013.

The proposed increase is in line with the increased costs anticipated for the service in 2016.

Organizations, Departments and Individuals Consulted and/or Affected

D. Plumley, CAO, Township of Frontenac Islands

C. Dwyre, Deputy Treasurer, Township of Frontenac Islands

**Report 2015-113****Council Recommend Report**

To: Warden and Council Members of the County of Frontenac
From: Kelly J. Pender, Chief Administrative Officer
Prepared by: Marian VanBruinessen, Director of Corporate Services/Treasurer
Date of meeting: November 18, 2015

Re: Corporate Services – Reimbursement of Expenses Policies

Recommendation

Resolved That Council of the County of Frontenac accept the Corporate Services – Reimbursement of Expenses Policies report

And Further That the Clerk be directed to bring forward a by-law to establish the reimbursement of expenses and rescind Bylaw 2011-0005 effective January 1, 2016.

Background

The reimbursement of expenses bylaw was last updated in 2011, at which time there was not review of the meal reimbursement amounts, unchanged since 2004.

Breakfast	\$9
Lunch	\$15
Dinner	\$25
Total	\$49

Comment

Given the change to Council member expenses and the length of time since an extensive review was undertaken, it is appropriate to implement new expense reimbursement policies/guidelines/procedures to provide greater transparency and clarity.

Travel: To make the best use of resources it is suggested that if a County vehicle is unavailable then a rental vehicle should be the next choice before the use of a personal vehicle. Similarly the policy encourages the booking of travel as soon as possible to ensure the best rates.

The mileage rate will be set at the CRA mileage rate on January 1st of the current year. The current mileage reimbursement rate is \$.48 and will increase to \$.55 in 2016.

County Council will continue to be advised if out of Province travel is anticipated

Meals: The meals allowance has not been increased in 2004. Although the CRA rate is \$17 per meal to a maximum of \$51, this amount is comparatively low. The average of the Eastern Ontario Warden Caucus (EOWC) Counties is \$75.80 per day. The attached policy proposes the following meal reimbursement rates;

Breakfast	\$15
Lunch	\$25
Dinner	\$35
Total	\$75

Council and staff, with supervisor approval, can exceed the specific meal reimbursement amounts up to a daily total of \$75.

The policy reiterates the practice that alcohol will not be reimbursed unless authorized in advance by Council, the CAO or Treasurer.

Accommodation: The policy recommends mid-range hotels and includes the provision for reimbursement of \$50 per night should the traveler stay with family.

Loyalty programs: Assuming no conflict of interest or additional costs to the County the traveler can join loyalty programs.

Expense claims should be submitted within 5 days. Expenses not submitted by January 31, 2015 of the following year will not be reimbursed.

Conference attendance is not specifically addressed in the policy. Staff conferences should be considered a valuable training opportunity. Conference attendance is important for staff to remain up-to-date with latest best practices and to broaden their network to ensure staff understands current trends, emerging issues and to identify opportunities for improvements. Conference attendance is also key in the context of succession planning such that solid networks between municipalities can be maintained and a body of knowledge built before retirements occur. The budget includes amounts to support conference attendance.

The Council Expense Policy/guidelines/procedures provide guidance on the use of the allotted expense amount, budgeted annually.

Sustainability Implications

Governance – appropriate stewardship of County resources.

Financial Implications

The increased mileage rate is estimated to cost an additional \$ 3,200 and the increased meal rate an additional \$2,000 which has been reflected in the 2016 DRAFT budget.

The Council expense account is provided at \$4,000 per Council member in the 2016 Draft Budget.

Organizations, Departments and Individuals Consulted and/or Affected

Eastern Ontario Wardens Caucus Treasurers
Township Treasurers



FINANCE Policy & Procedure Manual

Subject: Council Expense policy

Index Number: FIN-02-08

Page 1 of 6

Approved:

Effective:

Policy Statement

Objective:

The Warden, Deputy Warden and Councillors may incur expenses which, in their judgment, are of relevance to their duties.

This policy provides procedures and guidelines regarding the authorization and types of expenses that may be incurred by the Warden, Deputy Warden and Councillors of the County of Frontenac in carrying out their duties as elected officials.

Policy:

- Municipal travel must relate to necessary business transacted as a result of the duties carried out by a member of Council
- The most economical mode of transportation should be used when traveling at the expense of the County, keeping in mind the purpose and urgency of the trip.
- The County of Frontenac will reimburse members of Council for reasonable travel expenses incurred on authorized municipal business.
- All expenses must be properly documented, with receipt, for approval and reimbursement.
- Any exceptions to this Policy must be submitted for approval by Council.

**FINANCE Policy & Procedure Manual****Subject: Council Expense policy****Index Number: FIN-02-08****Page 2 of 6****Approved:****Effective:****Procedures and Guidelines****1. Expenditure Guidelines****1.1 Warden, Deputy Warden and Councillors' Annual Expense Account**

Each Member of Council may incur eligible expenses, which in their judgment are of relevance to a Councillor's role/duties, up to a maximum total expense amount as approved in the yearly budget.

Any expenses incurred exceeding the allotted yearly budgeted amount will not be reimbursed to the member of Council unless approved by Council.

a) Community Involvement

Eligible expenses under this category that are of relevance to a Councillor's role/duties may include but are not limited to:

- Community memberships, sponsorships and community functions that support the County of Frontenac Community, excluding corporately authorized expenditures for participation at community events as approved by County Council. Councillors should be aware that the Canada Revenue Agency may deem some memberships as a taxable benefit to be included on their T4's.

b) Subscriptions

Eligible expenses under this category that are of relevance to a Councillor's role/duties may include but are not limited to:

- Books
- Magazines
- Newspapers

**FINANCE Policy & Procedure Manual****Subject: Council Expense policy****Index Number: FIN-02-08****Page 3 of 6****Approved:****Effective:****c) Professional and Business Development**

Councillors may attend the following programs/incur expenses that are of relevance to a Councillor's role/duties:

- Conferences and seminars
- Professional education and development programs
- Skills development programs
- Business Development, Trade Missions, Research/Study trips
- Other County business or other travel requested by Council
- Campaign expenses of County Councillors running for office on Municipal Associations as representatives of the County
- Expenses related to holding positions on Municipal Associations or their Committees, as representatives of the County, not covered by the Association or other funding.

d) Hospitality and Entertainment

Hospitality or entertainment expenses may be incurred by Councillors providing that the expenses are reasonable and were incurred when conducting municipal business. The cost of alcoholic beverages will not be reimbursed by the County of Frontenac unless authorized in advance by Council.

e) Mileage

Mileage expense, in line with the expense reimbursement policy, will be reimbursed in addition to Councillors annual expense account for

- Regular or special meetings of Council and Committees of Council
- Mileage incurred as the County representative on the Health Board, the Library Board, RULAC, Youth Justice, Social Housing or Rideau corridor

**FINANCE Policy & Procedure Manual****Subject: Council Expense policy****Index Number: FIN-02-08****Page 4 of 6****Approved:****Effective:**

Mileage expense, in line with the expense reimbursement policy, for all other activity will be reimbursed through each Councillor's annual expense account.

e) Miscellaneous

Eligible expenses under this category that are of relevance to a Councillor's role/duties may include but are not limited to:

- Corporate business meals (as identified within the County Expense Reimbursement Policy)
- Accommodations (as identified within the County Expense Reimbursement Policy)
- Vehicle Rentals (as identified within the County Expense Reimbursement Policy)
- Employee retirement dinners where tickets or gift may be required
- Parking fees (as identified within County Expense Reimbursement Policy)
- Photographs and slides
- Internal printing
- Highway toll charges (as identified within the County Expense Reimbursement Policy)

1.2 Attendance On Behalf of Another Member of Council

Expenses incurred by the Warden or by a Councillor, in connection with attendance at a function(s) on behalf of the Warden or another Councillor, shall be charged against the budget that would otherwise have been charged for the original attending person. However, the expense will be charged to the account of the person incurring the expense for reporting purposes. Expenses incurred by the substitute Councillor or the Warden, that may be charged on behalf of the original attending person, are limited to the guidelines in this Policy.

**FINANCE Policy & Procedure Manual**

Subject: Council Expense policy**Index Number: FIN-02-08****Page 5 of 6**

Approved:**Effective:**

2. Administration**2.1 Mayor and Councillors' Annual Expense Account****a) Relationship to Budget**

The Council Expense Budget is set annually during the budget process. Any funds remaining unspent at the end of the year cannot be carried forward to the next budget cycle.

2.2 Expense Approval

Each Member of Council shall complete the appropriate expense reimbursement form, Schedule C to the Bylaw, for payment / reimbursement of expenses covered by this Policy. If more than one Member of Council's expenses are included in a receipt / invoice, this must be identified on the expense reimbursement form prior to payment. Approved requests for payment / reimbursement shall be submitted with supporting documentation to the Manager of Legislative Services for processing.

Expense claims should be submitted as soon as possible, but at least quarterly, and no later than January 31st of the following year or reimbursement will be denied.

2.3 Accountability

The Warden and Councillors are responsible for approval of individual expenses covered by this Policy. The decision to approve an expense covered by this Policy ultimately rests with each individual Member of Council.

2.4 Reporting

Each year, the Treasurer will provide a report to County Council showing the annual expenditures incurred by each Member of Council. This report shall be provided to



FINANCE Policy & Procedure Manual

Subject: Council Expense policy

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Page 6 of 6

Approved:

Effective:

County Council at the same time that the Annual Statement of Remuneration and Expenses Report required by Section 284 of the Act is presented.

Members of Council will be required to sign off on the Annual Statement of Remuneration and Expenses Report confirming the accuracy of the information.

The Warden and each Councillor will be provided with a statement on a quarterly basis from the Finance Department showing their respective cumulative expenses covered by this policy for the current fiscal year.



FINANCE Policy & Procedure Manual

Subject: Expense Reimbursement policy

Index Number: FIN-02-07

Page 1 of 9

Approved:

Effective:

Policy Statement

Objective:

To ensure the Municipality remains accountable to the public for its actions and to ensure that its actions are transparent to the public.

Elected Officials, employees and volunteers of the County of Frontenac may occasionally incur costs related to municipal business.

This policy will outline the proper procedures regarding:

1. Transportation
2. Meals
3. Lodging
4. Cancellation Costs
5. Expense Reports

Definitions:

Unless otherwise stated, any reference to the requirement of approvals or reporting in the Policy shall mean the following:

County vehicle - A vehicle owned, rented or leased by the County.

Employees/Staff - Chief Administrative Officer, Department Heads, Managers and Employees of the County of Frontenac.

Members of Council - A member of County Council, including the Warden and Deputy Warden.

Personal vehicle - A vehicle owned, borrowed, rented, leased personally by and employee or Councillor.

Receipt - An original document or carbon or certified copy showing the amount of the expenditure, taxes, itemized where possible, the date and indicating proof of payment.

**FINANCE Policy & Procedure Manual****Subject: Expense Reimbursement policy****Index Number: FIN-02-07****Page 2 of 9****Approved:****Effective:**

Rental Vehicle - A vehicle rented from a rental agency for use by an employee or Councillor for business travel.

Travel - Travel related to County business, but does not include commuting between an employee's home and place of work.

Volunteers - Members of the public who have been requested to provide service to the County without remuneration.

Policy:

- Municipal travel must relate to necessary business transacted as a result of the duties carried out by a member of Council / Staff.
- The most economical mode of transportation should be used when traveling at the expense of the County, keeping in mind the purpose and urgency of the trip.
- The County of Frontenac will reimburse members of Council / its employees and volunteers for reasonable travel expenses incurred on authorized municipal business.
- All expenses must be properly documented, with receipts for approval and reimbursement.
- Any exceptions to this Policy must be submitted for approval by the Department Head/Council

Department Heads/Managers will be held responsible for ensuring that any employee expenditure of public funds provided in their budgets covered under this policy is necessary and reasonable.

Any exceptions to this policy for Council or Committee member must be submitted to Council for approval.

**FINANCE Policy & Procedure Manual**

Subject: Expense Reimbursement policy**Index Number: FIN-02-07****Page 3 of 9****Approved:****Effective:**

Procedure

1.0 Transportation

Employees will be expected to use a County fleet vehicle, or rental vehicle to reduce the travel expenses.

County Council will be made aware of anticipated out of Province travel.

Travel arrangements must be made as far in advance as possible to take advantage of early booking discounts.

1.1 Air Travel

- Air travel may be required for when traveling in excess of 500 km one-way or out of Province.
- Economy class shall be used as the standard in the interests of costs-savings.
- Reimbursement will normally be made at the rate for economy class airline tickets only. Where costs exceed economy rates, approval must be obtained by the CAO for employees and volunteers.
- To avoid conflict of interest, employees must not accept vacation specials offered by travel agents that are a result of utilization of the travel agent for arrangement of County business travel.

1.2 Surface Transportation

1.2.1 Public Transportation

- The cost of public transportation for municipal purposes, i.e. taxis, buses or subways, will be reimbursed contingent on production of a receipt. Expenses related to personal travel will not be reimbursed.

1.2.2 Personal Vehicles

**FINANCE Policy & Procedure Manual**

Subject: Expense Reimbursement policy**Index Number: FIN-02-07****Page 4 of 9**

Approved:**Effective:**

a) Members of Council:

Whenever possible Council members are encouraged to use rental vehicles.

b) Employees:

Employees are discouraged from using personal vehicles. County vehicles should first be utilized and if not available, a vehicle should be rented. Use of personal vehicles will only be reimbursed with prior written approval of the employee's supervisor.

County vehicles shall only be driven by County employees/volunteers with a valid Ontario drivers' licence, and a drivers abstract, copies of which must be on file with Human Resources.

c) Reimbursement of Expense: Members of Council / Employees:

- Adequate insurance coverage must be in place through their personal insurance provider to use their vehicle for this purpose.
- Standard mileage rates used will be the annual **Canada Revenue Agency: vehicle rates used to calculate travel expense**. The Ontario provincial mileage rate will be used for each applicable year; this is based on a cents per kilometre rate. This takes into account all actual expenses including fuel, oil, tire, maintenance, insurance, depreciation, etc.
- The starting point and final destination of a trip for which a claim may be allowed will be the member of Council / Staffs' normal workplace or their residence, whichever is closest.
- Parking, tolls, and ferries required will be reimbursed contingent on production of a receipt.
- Commuting expenses for personal reasons are not reimbursable.
- Any costs associated with the maintenance, fuel, vehicular breakdown, or damage incurred while driving a personal vehicle are covered in the standard mileage rate, and will not be reimbursed.
- Any traffic violations, including parking tickets, will not be reimbursed by the Corporation.
- Where possible, carpooling is encouraged.

**FINANCE Policy & Procedure Manual**

Subject: Expense Reimbursement policy**Index Number: FIN-02-07****Page 5 of 9****Approved:****Effective:**

1.2.3 Rental Vehicles

- Mid-range models will be used to ensure cost-savings.
- Exceptions may be made regarding vehicle size in the event of two or more passengers, or load requirements. Any exceptions must have supervisor approval prior to their reservation.
- Renting of vehicles must be booked through the preferred vendor of the County
- In the event of damage to a rental car, the Supervisor should be contacted immediately. All accidents must be reported in writing immediately upon return, or earlier with trips lasting more than 3 days after damage has occurred.
- The gas tank must be filled by the renter prior to the return of the rental car (receipt will be required for reimbursement).
- Purchase of gas at the rental counter is discouraged.
- Parking, tolls, and ferries required for municipal reasons will be reimbursed contingent on production of a receipt.
- Any traffic violations, including parking tickets, will not be reimbursed by the County.
- Where possible, carpooling is encouraged.
- Vehicles rented by the County are insured through the County insurance policy.

1.2.4 Rail Travel

- Rail travel may be used when specifically requested and approved by the supervisor.
- All reservations will be made in economy class.

1.2.5 Bus Travel

- Bus travel may be used when specifically requested and approved by the supervisor.

**FINANCE Policy & Procedure Manual****Subject: Expense Reimbursement policy****Index Number: FIN-02-07****Page 6 of 9****Approved:****Effective:****2.0 Meals**

- This reimbursement is available to cover the costs associated with reasonably priced meals while travelling. Only the costs incurred, up to the maximum amounts, will be reimbursed.
- Meal reimbursement rates are as follows

Breakfast	\$15
Lunch	\$25
Dinner	\$35

- Where the cost of meals exceed these specific meal allowances up to a total of \$75 per day can be charged by Council. Staff and volunteers require departmental approval to exceed the specific meal allowances up to a total of \$75 per day.
- The above noted meal allowances are not payable where meals are provided as part of the convention, conference or meeting arrangements.
- Detailed receipts for all meals for reimbursement are required.
- The cost of alcoholic beverages will not be reimbursed by the County of Frontenac unless authorized in advance in writing by the CAO or Treasurer.
- If an employee / member of Council is claiming meals for another employee / member of Council, any requests for reimbursement or receipts must include the employee / member of Council name(s).

3.0 Accommodation

- Reservations for accommodations should be made with mid-range hotels where feasible.
- Travellers may arrange to stay with friends or relatives instead of using hotel/motels. The traveller will be reimbursed \$50.00 per night. The amount reimbursed will only be for nights in which the traveller would normally be required to have overnight accommodation. The amount reimbursed in this section shall not exceed the amount that would have normally been incurred had the traveler stayed in commercial accommodation.

**FINANCE Policy & Procedure Manual**

Subject: Expense Reimbursement policy**Index Number: FIN-02-07****Page 7 of 9**

Approved:**Effective:**

4.0 Gratuities

Reasonable gratuities will be reimbursed.

5.0 Cancellation Costs

Should registration for any reservations no longer be required, it is the responsibility of the person who made the registration, or to advise the appropriate staff member who made the registration to cancel the registration in a timely manner so that unnecessary cancellation costs are not incurred. The cancellation number should be noted.

6.0 Loyalty Programs

Provided that there are no additional costs to the County and no conflict of interest exists, travelers can join loyalty programs and retain benefits offered by the travel industry for business or personal use. Such privilege is conditional upon the use of County approved services and products.

7.0 Expense Reports

- Expense Reports shall be submitted on the form provided by the corporation within 5 business days upon their return.
- Reimbursement will be awarded upon approval of the Expense Report
- All receipts for any municipal expense must be retained and submitted.
- Expenses that are **not** accompanied by a receipt will **not** be reimbursed unless approved.
- Entertainment costs will not be covered by the municipality unless authorized approved in advance.

All expenses documented must be associated with a valid municipal purpose, and fall within municipal guidelines; this information must be indicated on the expense report.

**FINANCE Policy & Procedure Manual****Subject: Expense Reimbursement policy****Index Number: FIN-02-07****Page 8 of 9****Approved:****Effective:****Responsibility and Approval:**

Members of Council:

- All expense reports must be in accordance with the current Council Expense Policy. Any expense claim not in accordance with the current Council Expense Policy will require approval by Council.

Employees:

- All Expense Reports must be approved by the appropriate Director or CAO.
- Expense reports for the CAO must be reviewed and approved by the Treasurer.

If sufficient evidence and purpose for the expense is not provided, the employee/volunteer/Council member may be personally responsible for payment of the expense.

Expense claims should be submitted as soon as possible, generally within 5 business days of travel and no later than January 31st of the following year or reimbursement will be denied.

Staff shall complete the appropriate expense reimbursement form established by the Finance Department for payment / reimbursement of expenses covered by this Policy. If more than one staff member's expenses are included in a receipt / invoice, this must be identified on the expense reimbursement form prior to payment. Approved requests for payment / reimbursement shall be submitted with supporting documentation to the direct supervisor for processing.

Advances – Travel and Other Business Expenses:

Advances will be provided in some situations, particularly in cases where large amounts of out of pocket expenses are to be incurred.



FINANCE Policy & Procedure Manual

Subject: Expense Reimbursement policy

Index Number: FIN-02-07

Page 9 of 9

Approved:

Effective:

Advances are to be reviewed on a case by case basis by the Department Director and a written request sent to the Finance department well in advance of the requirement.

COUNTY OF FRONTENAC
Schedule "C" to Bylaw #2015-0048

CLAIM FOR REIMBURSEMENT OF EXPENSES
FOR COUNTY COUNCIL MEMBERS, EMPLOYEES, VOLUNTEERS
AND OTHER MEMBERS OF THE PUBLIC WHO HAVE BEEN REQUESTED TO REPRESENT THE COUNTY
County of Frontenac



2069 Battersea Rd, Glenburnie K0H 1S0

[illegible]

HST On Attached Receipts _____
 Mileage GST Charges _____
 HST Eligible for Rebate _____
 Amount of Rebate _____

Total Expense Claim	_____
Less Advance Received	_____
Balance Claimed	<u>\$0.00</u>

PLEASE ATTACH ORIGINAL RECEIPTS

Name _____

Position _____

Mail Address _____

I hereby certify that the above expenses were incurred in accordance with the Expense Reimbursement Policy/Council Expense Policy

Signature _____

Date _____

FOR STAFF PURPOSES ONLY - Supervisor approval.

I confirm that, to the best of my knowledge, the expenditures in this claim were incurred for County purposes.

Name _____

Position _____

Signature _____

Date _____



Report 2015-017

Committee of the Whole Recommend Report

To: Chair, Committee of the Whole
From: Kelly J. Pender, Chief Administrative Officer
Date of meeting: November 12, 2015

**Re: Office of the Chief Administrative Officer – Pine Meadows Retirement Home
– Northbrook – Request for Support**

Recommendation

That the Council of the County of Frontenac receive with thanks the delegation and funding request from Pine Meadows Nursing Home requesting a \$125,000 contribution from the County of Frontenac and select Option ____ from staff Report 2015-107, namely _____.

Background

On October 21, 2015 County Council received a delegation from Betty Hunter and Ernest Lapchinski from Pine Meadows Nursing Home in Northbrook, North Addington Township, requesting that County Council support a capital project for the replacement of bay windows in the facility. Estimated cost is \$125,000. They noted that the option to phase in the project over several years would be acceptable.

Pine Meadows is a 60 bed facility operated as a not-for-profit home by Land O' Lakes Community Services and managed by Extendicare (Canada) Inc. Extendicare is a for profit that owns/manages 112 long-term care facilities in Canada.

Pine Meadows recently completed a \$5M addition to their facility that increased their foot print by 51%. The addition will provide them with an additional 4 beds, but approval for the beds has not been received as of this date.

Further information regarding Pine Meadows can be found at [this website](#).

Comment

In Ontario there are three management models for long-term care facilities, namely:

- 1) Municipally owned (e.g., Fairmount)
- 2) Not-for-profit (e.g., Pine Meadows)
- 3) For Profit (e.g., Extendicare)

Within this framework, different management/ operational models exist, for example the County of Frontenac contracts to a for profit management company (Sodexo) for

building and food services management, while Pine Meadows contracts with a for profit management company for business support from Extendicare.

All three models are funded for operations by the Province on the same envelope funding formula. Funding for capital is generally not an eligible expense, but depreciation is fundable.

The delegation noted that approximately at any given time, 20 to 30% of the residents in the nursing home are residents of Frontenac County, in particular North Frontenac and Central Frontenac.

Staff confirmed with Lennox and Addington County that they are in the 8th year of a ten year \$250,000 commitment (\$25,000 per year for 10 years – 2008 to 2017).

The Long-Term Care Homes Act, 2007, S.O. 2007, states the following:

119. (1) Every southern municipality that is an upper or single-tier municipality shall establish and maintain a municipal home and may establish and maintain municipal homes in addition to the home that is required. 2007, c. 8, s. 119 (1).

The 1997 restructuring order for the City of Kingston and Frontenac County confirmed that Fairmount Home was the asset that met the requirement for the County to operate a Long-Term Care facility.

In Ontario, assignment to a long-term care facility is not based upon the geographic location of either the resident or the facility. As such, similar to the Pine Meadows, County residents may also make use of long-term care facilities in the City of Kingston, Lanark County, Leeds & Grenville and other homes in Lennox and Addington County (and vice versa) based upon availability and priority as determined by the Community Care Access Centre (CCAC). Therefore, beyond the legislated requirement to support Fairmount, no other obligation exists to provide funding support to another long-term care facility.

CAUTION:

The precedent set with funding a long-term care outside of our geographic and mandated responsibility will open the door for other facilities in neighbouring communities that routinely receive County of Frontenac residents. (For example, South Frontenac and Frontenac Islands residents are likely routinely placed at other municipal or not for profit homes in Kingston or Helen Henderson Care Centre in Amherstview)

RISK:

Providing funding for a non-mandated long-term care facility will undermine our total compensation negotiating position with our union(s) and jeopardize our affordability and maintaining increases to the consumer price index at risk and in particular, our “ability to pay” argument with the union and arbitrators.

Sustainability Implications

A County strategic goal is to “deal with the aging tsunami”. As well, there are economic and social benefits to our residents by ensuring that local options are available to seniors and their families.

Financial Implications

The County has established a goal of being financially sustainable for County infrastructure in nine more years by contributing an additional .65% levy increase (\$56,267 in 2016 – year 2 of 10). Funding the request from reserves will require an upward adjustment to this figure (not recommended), or if applied to levy, a tax increase for all County residents. A capital sustainability plan is required in order to comply with accounting standards and in order to receive of gas tax funding. Not for profit homes do not have to meet this same criteria.

A one-time donation of \$125,000 would result in a 1.45% tax increase for County residents. Spreading the commitment over a ten year period and placing this amount on the levy would require an approximate 0.145% tax increase above our inflationary target and our supplemental levy for capital sustainability.

Two requests have been made to receive a copy of the audited financial statements for Pine Meadows. This document has not been received to date. As such, staff are not able to make an assessment of the nature and amount in reserves for capital replacement.

Three options are provided for Council consideration:

Option One:

Respectfully decline to participate in providing funding for the project.

Option Two:

Agreeing to the request and provide for a \$125,000 donation in the 2016 budget to be placed on the general levy, in excess of Council’s target of the consumer price index.

Option Three:

Agreeing to the request and provide a \$125,000 donation over a ten year period commencing in 2016, with the amount placed on the general levy, in excess of Council’s target of the consumer price index.

Either of the Option Two or Three above could be amended to change the amount of the donation.

Organizations, Departments and Individuals Consulted and/or Affected

Steven Silver, Interim Administrator of Long-Term Care

Marian VanBruinessen, Director of Corporate Services/Treasurer

On Monday, October 26, 2015 a delegation including Warden Doyle, Councillor Inglis (Council Liaison for Long-Term Care), Steven Silver and Kelly Pender toured Pine Meadows and met with local administration, members of their board and a senior representative from Extendicare.



Treasurer's Office

Memo

To: Warden and Members of County Council

From: Marian VanBruinessen, Director of Corporate Services/ Treasurer

cc: Kelly Pender, Chief Administrative Officer
Joe Gullivan, Director of Planning and Economic Development
Paul Charbonneau, Director of Emergency and Transportation Services
Steven Silver, Acting Administrator, Fairmount Home
Jannette Amini, Manager of Legislative Services/ Clerk

Date: November 16, 2015

Re: Pine Meadow funding request

We have received clarification from Pine Meadow with respect to their funding request. The total request is \$105,750.

No. of Payments

	Annual	2016 % Levy Impact
1	\$105,750	1.23%
2	\$52,875	0.61%
3	\$35,250	0.41%
4	\$26,438	0.31%
5	\$21,150	0.25%

Should you have any questions or concerns, please do not hesitate to contact me at ext. 310.

Regards.

November 14, 2015

North Frontenac County Council members:

Mayor, Ron Higgins

ron.higgins@xplornet.com

Councillor, John Inglis

john@lwl.ca

Central Frontenac County Council members:

Mayor, Frances Smith

mayor_smith@centralfrontenac.com

Councillor, Tom Dewey

tom.dewey@frontenacounty.ca

Dear Municipal representatives:

I am writing on behalf of Pine Meadow Family Support Council. It has come to our attention that there is an opportunity Wednesday, November 18th to show your support for the nursing home that serves so many of your residents. Although Pine Meadow Nursing Home is small it provides a much needed service that the County of Frontenac is obligated to provide to its residents. We hope that you act as an advocate for Pine Meadow at the County Council table.

The funding request from Pine Meadow Management Committee to replace several bow windows, is of great importance to us. The designation of Pine Meadow as a "new" facility has many benefits; many areas are new and we can take great pride in the completion of the construction phase. As you are aware the construction did not completely renovate the building. The Management Committee has worked tirelessly over the last decade to get this far. Their effort to keep on top of maintenance is to be commended; some other facilities are facing severe financial replacement costs because they have been less effective in their monitoring. We can appreciate that budgets at all levels are being meticulously examined and accountability is expected but this request is a priority for the building.

In relation to Pine Meadow Nursing Home we believe that approval of the request will show positive evidence of your support for the elderly from your communities. The present number of residents from North and Central Townships is at least 30 %. These residents and their families need your input at the County Council level to ensure that they are well represented.

It is our understanding that the request for funding maybe considered over a period of several years. The Management Committee is receptive to funding options that would allow Pine Meadow to proceed with the window replacement in the near future. Pine

Meadow Family Council recognizes that a resourceful, creative approach may be necessary to address this request and hope that you can find such a solution.

Respectfully submitted,
Brenda Martin, Chair
Pine Meadow Family Support Council



Report 2015-112

Information Report to Council

To: Warden and Council Members of the County of Frontenac

From: Kelly J. Pender, Chief Administrative Officer

Date of meeting: November 18, 2015

**Re: Corporate Services – Staff Vacancies – Human Resources Manager and
Community Planner**

Recommendation

This Report is for information purposes only.

Background

At the November 21, 2015 meeting of County Council, the following motion was considered:

Motion #: 236-15 Moved By: Councillor McDougall
Seconded By: Councillor Vandewal

Be It Resolved That, with the changes in staffing in the Human Resources and Planning and Economic Development Department, staff review the County's present and future needs and make recommendations to Council for the replacement process.

Carried

This report is intended to cover the current vacancies in the Departments noted, including the Manager of Human Resources in the Corporate Services division and the Community Planner in the Planning and Economic Development division.

Recruitments for the above position are underway but will not be filled until after Council reviews this report.

Comment

For the purpose of this report each of the two vacancies will be reviewed based upon the following framework:

1. Can the tasks being performed be eliminated?

2. Can the job responsibilities be re-assigned to other staff?
3. Can the job responsibilities be performed by a contract service provider?
4. Can the job responsibilities be performed by a part-time staff person?
5. Can the position be shared with member municipalities?
6. Is this a full time position?

With the exception of the Chief Administrative Officer, all recruitment for the County occurs in accordance with the County's Recruitment Policy – HR-02-11.

Community Planner:

This section of the report should be read in conjunction with County of Frontenac Business Plan for Planning and Economic Development and the following reports:

Report #/Date	Title	Description
Report 2014-170/ Nov. 19, 2014	Corporate Services – Sustainability Planning Services Work Allocation 2014 Link to Report: Report 2014-170 Pg. 287	• Provided a breakdown of planning work for the period from mid-February 2014 to November 2014.
Report 2015-010/ January 21, 2015 Deferred to: February 18, 2015 meeting.	Planning & Economic Development – Shared Planning Service Models Link to Report: Report 2015-010 Page 164	• Report providing history, background and rationale re planning services to member municipalities. • Provided seven (7) Options for moving forward – from no shared services to full cost recovery. • On February 18, 2016, Council selected Option #2 (Motion 51-15) – Incremental Cost Model (i.e., continue services as currently provided. • Note: In accordance with Section 22.10 b) of the County of Frontenac Procedural By-law, as a settled issue, this decision cannot be revisited again until February 2016 without 2/3rds vote of Council.

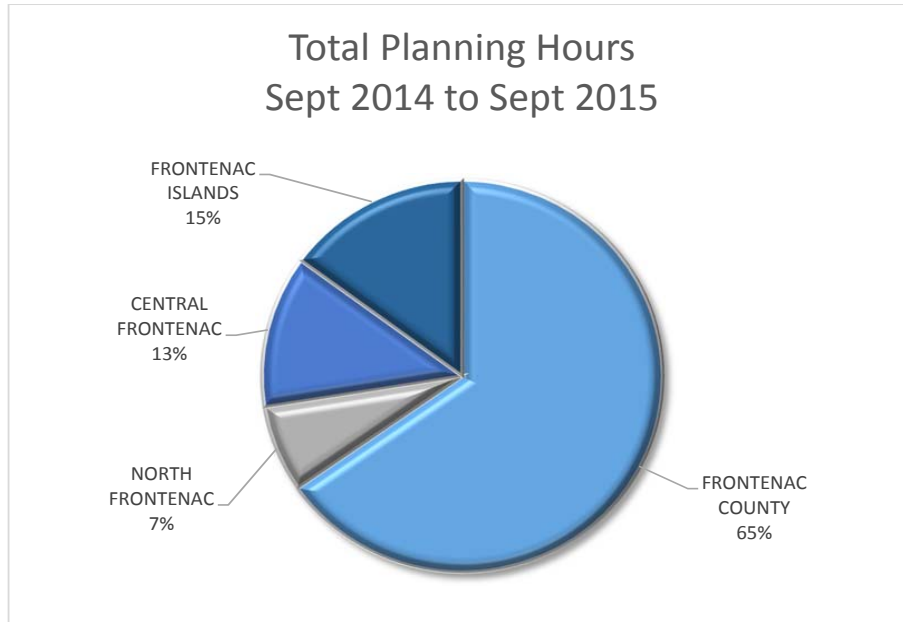
By-law 2015-15/ March 18, 2015	Being a By-law to Authorize Fees for Planning Services for the Townships. Link to By-law: By-law 2015-15	• By-law establishing the fees and charges for the implementation of Motion 51-15 above. • Note: In accordance with Section 22.10 b) of the County of Frontenac Procedural By-law, as a settled issue, this decision cannot be revisited again until March 2016 without 2/3rds vote of Council.
Report 2015-027/ Mar 18, 2015	Planning and Economic Development – Plans of Subdivision Update Report (For Information Only) Link to Report: Report 2015-027 Pg. 90	• Provided background on the level of work required to support Plans of Subdivision review completed by the County. • Active files noted in the Report: - o Frontenac Islands – 1 - o South Frontenac – 8 - o Central Frontenac – 1 - o North Frontenac – 1

The Community Planner is a unionized position covered under CUPE 2209 Collective Agreement. The 2015 pay band for this position is \$29.81 to \$31.90 (37.5 hrs/week) or \$58,130 to \$62,205/yr.

The work assigned to the position of Community Planner generally falls into the following areas:

- Plan input and review for plans of subdivision
- Day-to-day planning support to Frontenac Islands, Central Frontenac and North Frontenac, including Official Plan and Zoning By-law amendments, minor variance, severance, pre-consultation with applicants and presentations to Council
- Administration of Community Improvement Plans including background reports, public meetings and meeting with applicants
- Support person for projects e.g., Natural Heritage Study, Population projections, Seniors Housing projects.
- Administration of the legislated Green Energy Act requirements for the County

A workload analysis for the twelve month period covering October 2014 to September 2015 is shown below, including charts that illustrate the breakdown of work undertaken in this twelve month period:

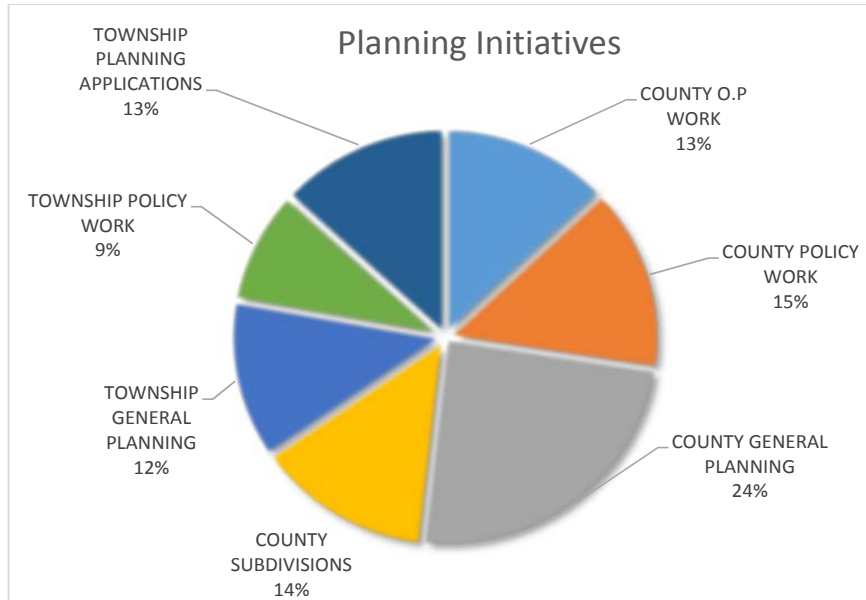


Total Planning Hours – Two thirds of the work in the past twelve months was dedicated to County planning initiatives including: draft County Official Plan; Community Improvement Plan initiatives in Sharbot Lake, Marysville, and North Frontenac; subdivision review; Rideau Corridor Landscape Strategy working group; Private Roads Study project management; and liaison with the Ministry of Municipal Affairs and Housing regarding the Algonquin Land Claim.

This volume of work is consistent with planning projects that were undertaken in 2014. Based on the Planning & Economic Development Business Plan 2015-2020, County related planning work is expected to stay at this level or increase. With the County Official Plan to be approved in the next few months by the Ministry of Municipal Affairs and Housing there will be additional time spent in working with the Townships on the five year review of the individual Official Plans, as well as any Official Plan Amendments that will be approved by County Council. Also, work on a new Community Improvement Plan for Harrowsmith will begin in 2016 which will be led by the Manager of Economic Development and the Community Planner.

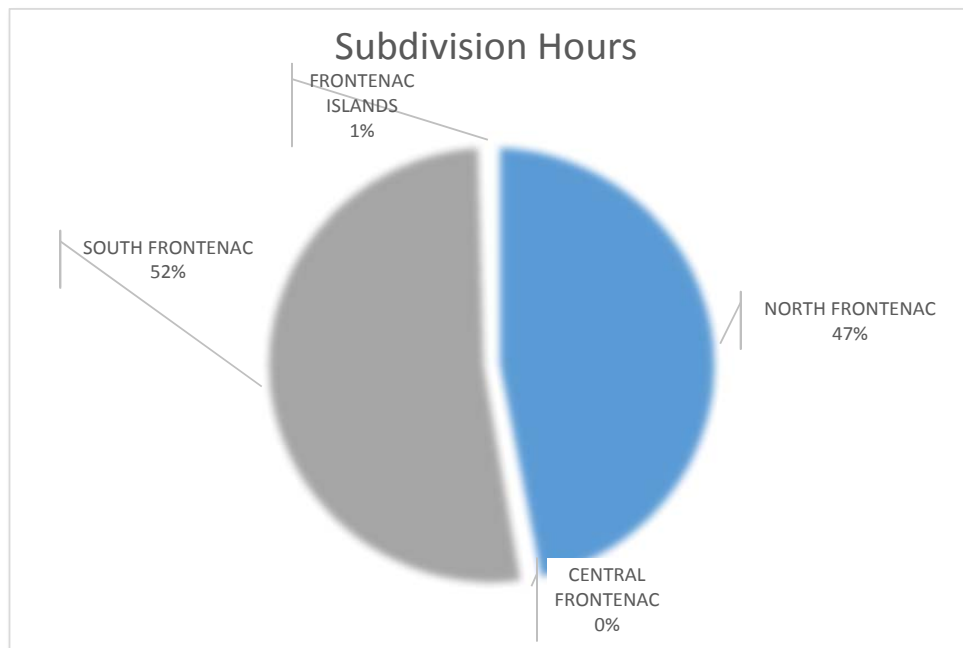
The amount of planning work with the three Townships for which the County provides land use planning services is also similar to the time allocation from 2014. Planning activity remains consistent and the process is becoming more efficient as site visits and preconsultation meetings are now better coordinated for work in Central and North Frontenac.

With respect South Frontenac, the amount of time spent by County planning staff on subdivision files originating in that Township corresponded to the time spent for all planning work in North Frontenac.



Planning Initiatives

This chart illustrates the allocation of planning hours. The work spent on day to day planning at the County level represented almost one quarter of the workload, as did the time spent on planning policies and projects, including the County Official Plan. Additional policy work was also done for Central Frontenac and Frontenac Islands, including preliminary review with Township staff of updates to the Central zoning by-law, and public meetings and draft amendments to the Frontenac Islands zoning by-law. Work that was specific to the review of Township planning approvals represented 13% of the total.



Subdivision Hours

Almost all of the time spend on subdivision planning and approvals was divided between North Frontenac and South Frontenac Townships. Significant time has been spent on one complex planning proposal located on Ardoch Lake in North Frontenac but this time should diminish in 2016 as the development moves ahead towards a decision of County Council. It is expected that this percentage will change in the future with the majority of time spent on planning reviews of South Frontenac residential subdivisions as the demand for rural housing within short commuting distance of the City of Kingston will continue.

One of the primary objectives in combining Planning and Economic Development in one department is to achieve the coordination and synergies required to implement the economic development objective of the County. Since the formation of the department in January 2015 the Director has taken a leadership role in applying coordinated strategies to encourage growth and ensure that economic development efforts are not undermined by barriers put up by planning.

With respect to the day-to-day planning, the Planning Act imposes strict time limits responses to planning applications for the municipality. The County has contractual obligations with three member municipalities. In the absence of the Planner, the Director has put in abeyance projects that are not time sensitive and has postponed planned holidays.

Below is an analysis of the Community Planner position based upon the framework:

Option	Discussion/Recommendation
1. Can the tasks being performed be eliminated?	• The County's role in planning is defined by the <u>Planning Act</u> and Reg. 352/02. • Local agreements are in place to provide planning services to 3 member municipalities. Agreements require six (6) months to terminate. - o County Council and member municipality approval required to terminate. - o Member municipalities would require time to replace county resources. Not Recommended.
2. Can the job responsibilities be re-assigned to other staff?	• Planning review and advice to Council requires staff to have a post-secondary degree/diploma in planning, plus a planning designation or working towards a designation. There are no other County staff with the expertise to perform these duties. • The Director of Planning and Economic Development does not have the time to assume these duties as well as provide strategic leadership on issues such as Private Roads, Economic Development and Communal Servicing. Not Recommended.

3. Can the job responsibilities be performed by a contract service provider?	• Yes – a consulting firm could be retained to provide day-to-day planning services. A typical charge for a junior to intermediate planner possessing this expertise would be in the \$85-\$125 per hour rate, plus travel and disbursements. Assuming 50% of a year (975 hours) for just plan input and review related to member municipal work and plan of subdivision review, the cost for this service would be between \$83k and \$122k/year, plus travel and disbursements. • The consultant could be retained by the County or by each individual municipality. At the discretion of the participating municipality fees could be passed along in full or in part to the applicant. • In order to avoid conflicts of interest, an RFP for a consulting firm would require that the consultant not accept private sector planning projects in the County. • An RFP process would take six to eight weeks to complete. • Use of a consultant could result in inconsistency issues as different staff may be providing review throughout the County. • A short-term contract with a consultant could be arranged through the notice period with member municipalities, but this would require an upward adjustment to the budget which could either be passed along to the member municipalities or absorbed by an increase in the County levy. Not Recommended.
4. Can the job responsibilities be performed by a part-time staff person?	• Planners are a high demand profession. The potential of receiving qualified applicants for a part-time position are limited. • A portion of the current work load would either have to be eliminated or contracted to consulting firm. Not Recommended.
5. Can the position be shared with member municipalities?	• Currently shared with Frontenac Islands, South Frontenac, Central Frontenac and North Frontenac Townships. • Currently providing subdivision plan review and project support for applications and projects in member municipalities.

6. Is this a full time position?	• It is recommended that the vacant position of Planner be replaced for the following reasons: - o Duties performed by the position are either mandatory or subject to agreements in place with member municipalities - o The replacement of the Community Planner is the most cost effective solution - o Replacement will ensure consistency and integration with Council's economic development goals - o Required to meet the economic development and sustainability goals of the County. Recommended.

Manager of Human Resources

The Manager of Human Resources position was vacated in August 2015 and replaced with an Interim Manager (Lisa Hirvi) shortly thereafter. The position is a non-union position on Band F of the Administrative grid with a 2015 range of \$83,314 to \$98,613. The position is currently being advertised as "Salary Commensurate with Experience".

This section of the report should be read in conjunction with the Business Plan for County of Frontenac Human Resources.

The Human Resources unit is responsible for the providing the following services to the approximately 400 individuals employed by the County:

- Health and safety
- Occupational Health
- Recruitment
- Disability Management
- Job Analysis and Job Descriptions
- Performance Management
- Compensation Management
- Employee/Labour Relations
- Legislative Compliance (e.g., Pay Equity, Employment Standards Act, Human Rights Code)
- Policy Development
- Training and Development

The County is contractually obligated to three bargaining units covering Paramedics, LTC/Corporate Services and Ferry Workers. Approximately 9% of employees are non-union or administrative. The Director has two direct reports (Occupational Health Nurse and Human Resources Generalist); both are non-union employees by virtue of the confidential nature of their work.

The Human Resource Manager provides over all leadership to the organization in Human Resources matters including:

- Preparation and implementation of the Labour Relations strategy for the County
- Acting as chief negotiator/lead for Labour Relations issues including:
 - o Collective agreements
 - o Grievances
 - o Arbitrations
 - o Labour Management meetings
 - o Providing management with Interpretation of collective agreements
- Lead investigator for internal investigations related to human rights, harassment/violence and workplace conflict
- Best practice leader for human resources issues, including policy development
- Providing training to staff on investigations and labour relations

In 2013/14 the firm of KPMG was engaged by the County to provide a service delivery and organizational review. As part of this comprehensive third party review and benchmarking exercise, it was confirmed that the current structure is appropriate for the County.

A detailed summary of workload summary, risk analysis and service level changes anticipated for the unit is provided in the Business Plan.

Option	Discussion/Recommendation
• Can the tasks being performed be eliminated?	• Obligations under the collective agreements and legislation are mandatory. Not Recommended.
• Can the job responsibilities be re-assigned to other staff?	• No other existing staff have the skills necessary to perform this work. • This position requires a Human Resources professional designation or working towards a designation. Not Recommended.
• Can the job responsibilities be performed by a contract service provider?	• Yes. Human Resources consulting firms and legal firms offer a wide range of services including negotiations and labour relations. Costs vary significantly from \$100 to \$200+/hour for Human Resources professionals to \$500+ for legal services. • The increased cost for this type of service would be significant. Not Recommended.
• Can the job responsibilities be performed by a part-time staff person?	• No. The volume of work exceeds the capacity of a part-time individual. Not Recommended.

• Can the position be shared with member municipalities?	• Some sharing currently takes place with member municipalities. In particular training, health and safety and policy development.
• Is this a full time position?	• It is recommended that the vacant position of Manager of Human Resources be replaced for the following reasons: - o Duties performed by the position are either mandatory or subject to collective agreements in place with our unions - o The replacement of the Human Resources Manager is the most cost effective solution - o Replacement will ensure consistency and implementation of the Human Resources business plan. Recommended.

Sustainability Implications

Ensuring that employees are engaged in the workplace and that contractual and legal obligations are met will help ensure that our economic and social sustainability objectives are met.

Financial Implications

The 2015 and proposed 2016 budgets include funding for both positions.

As indicated by the table below, the Human Resources Department has required significant support from legal over the past number of years.

The job ad for the Manager position indicates “salary commensurate with experience” in order to broaden the recruitment and perhaps attract a candidate with capacity/skill to reduce our requirement to rely on outside legal counsel. Should this be possible and further report will be brought to Council.

	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual
Legal (Labour)	\$ 27,518	\$ 35,746	\$ 39,575	\$ 38,648	\$ 47,653

Organizations, Departments and Individuals Consulted and/or Affected

Director of Planning and Economic Development
 Director of Corporate Services/Treasurer
 Interim Manager of Human Resources

**Report 2015-114****Information Report to Council**

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen, Director of Corporate Services/Treasurer

Prepared by: Susan Brant, Deputy Treasurer

Date of meeting: November 18, 2015

Re: Corporate Services – Asset Condition Assessments

Recommendation

This Report is for information purposes only.

Background

During the 2015 budget deliberations, County Council allocated \$25,000 to perform an asset condition assessment beginning in 2015 and commencing every five years thereafter. The assessments included site inspections to identify and document the present condition, recommend corrective actions for all deficiencies in the next ten years and provide high level cost estimates for corrective actions based on the following categories:

Architectural & Structural

- Review the structural and/or architectural condition of buildings and infrastructure to assess their condition, structural adequacy, estimated life expectancy and repair/replacement recommendations, including, but not limited to, the following items listed below.
- Provide a general assessment of the structural system inclusive of but not limited to: structural frame, floor loading and column/bay size, etc. Assess structural integrity with respect to the current Building Code and identify conditions suspect or potential for moisture penetration, possible overloading of the structural frame and concerns with any/all joints and connections.
- Assess the condition of exterior openings (doors and windows) with respect to air and moisture penetration.
- Assess the interior/exterior building components, including flooring, ceilings, walls, partitions, finished surfaces, doors and frames
- Assess the exterior condition including lighting, parking areas and drainage.
- A visual roof inspection to determine the roof condition including membrane, drainage issues, gutters and flashing.

Mechanical Systems, Lifting Systems & Other Equipment

- Provide a detailed description, condition assessment, estimated life expectancy and repair/replacement recommendations of all mechanical systems in the building, including, but not limited to, (where applicable): heating & cooling, natural gas piping, circulating pumps, garage ventilation, humidification, general exhaust, sanitary exhaust, domestic hot/cold water, sump pumps, fire protection and (HVAC) controls.
Also include lifting systems such as elevators, and accessibility lifts.
- Assess and describe any code compliance deficiencies, if applicable, for each system / piece of equipment.

Electrical & Life Safety Systems

- Provide a detailed description, condition assessment, estimated life expectancy and repair/replacement recommendations of all electrical systems in the buildings including, but not limited to, the following items listed below.
- Incoming services – electrical rooms, disconnect switch, transformers, main switchgear & associated equipment
- Distribution system – distribution switchgear, panel boards, power riser, lighting & receptacle panels, sub-electrical rooms

- Emergency power system, including generators & transfer switches
- Fire alarm system
- Emergency lighting system

Comment

The tables below summarize the findings and estimated costs for each property.

Fairmount Home, 2069 Battersea Road, Glenburnie, Ontario, Canada										Overall Rating: B		★★★★	Projected Expenditures						
Item	Description	Letter Grade	Rating	Class	Status	Present Cost	First Occur.	Cycle	No. Occur.	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
1	STRUCTURE																		
1.2.1	Investigate and Repair Balcony Drainage - 2004 Addition	C	★★★	3	Forecasted	\$7,620	2015	99	1	\$7,620									
2	BUILDING ENVELOPE																		
2.1.1	Repaint Mansard Shingles - 1968 Wing	A	★★★★★	3	Forecasted	\$28,849	2024	20											\$34,477
2.2.1	Replace Stairwell S2 Windows - 1968 Wing	B	★★★★	3	Forecasted	\$28,956	2018	40					\$30,728						
2.3.1	Replace Main Entrance and Courtyard Doors - 2004 Addition	A	★★★★★	3	Forecasted	\$7,797	2024	20											\$9,318
2.4.1	Replace Flat Roofing - 1968 Wing/2004 Addition/Auditorium Link	A	★★★★★	3	Forecasted	\$581,796	2024	20											\$695,300
3	FIRE SAFETY																		
3.1.1	Replace Fire Alarm Panel	B	★★★★	3	Forecasted	\$28,750	2018	20					\$30,510						
3.1.2	Replace Field Devices	A	★★★★★	3	Forecasted	\$56,500	2023	20	1									\$66,199	
3.3.1	Replace Generator to Meet CSA and TSSA Standards	D	★★	4	Forecasted	\$200,010	2015	30		\$200,010									
3.3.2	Upgrade Emergency Distribution System -	N/A	N/A	5	Forecasted	\$61,020	2015	99	1	\$61,020									

	Includes Additional ATS																			
4	FINISHES, FURNITURE AND EQUIPMENT																			
4.1.1	Replace Suite Vinyl Flooring at Slab-on- grade - 2004 Addition	C	★★★	3	Forecasted	\$98,346	2018	15					\$104,366							
4.1.2	Replace Vinyl Tiles in Basement - 1968 Wing/2004 Addition	B	★★★★	3	Forecasted	\$7,831	2019	15						\$8,477						
4.1.3	Replace Carpet Flooring - (20%) Per Occurrence	A	★★★★★	3	Forecasted	\$22,001	2020	1	5							\$24,291	\$24,777	\$25,272	\$25,778	\$26,293
4.1.4	Replace Remaining Vinyl Sheet Flooring - 1968 Wing/2004 Addition	A	★★★★★	3	Forecasted	\$73,760	2021	1	4								\$83,066	\$84,727	\$86,422	\$88,150
5	SITE																			
5.1.1	Replace Fencing and Pergola - Site	B	★★★★	3	Forecasted	\$20,534	2021	15									\$23,125			
5.2.1	Replace Concrete Sidewalk South of 1968 Wing - Site	D	★★	3	Forecasted	\$5,302	2016	20				\$5,408								
5.2.2	Repave Driveway Circle - Site	B	★★★★	3	Forecasted	\$92,127	2024	20												\$110,100
5.2.3	Replace Admin and Visitor Parking - Site	B	★★★★	3	Forecasted	\$75,855	2020	20								\$83,750				
6	HVAC																			
6.1.1	Replace Heating Boilers - 2004 Addition	B	★★★★	3	Forecasted	\$85,202	2019	15						\$92,225						
6.2.1	Replace Make-up Air Unit - 2004 Addition	A	★★★★★	3	Forecasted	\$40,284	2020	20							\$44,477					
6.3.1	Replace RTU-1 to RTU- 4 - 2004 Addition	A	★★★★★	3	Forecasted	\$65,540	2020	1	4							\$72,361	\$73,809	\$75,285	\$76,791	
6.3.2	Replace RTU-5 - 2004 Addition	A	★★★★★	3	Forecasted	\$27,120	2024	20												\$32,411
6.5.1	Upgrade BAS - 2004 Addition	B	★★★★	3	Forecasted	\$71,949	2018	10					\$76,353							
6.6.1	Overhaul Steam Boilers - 2004 Addition	B	★★★★	3	Forecasted	\$16,950	2019							\$18,347						
6.9.1	Replace Hydronic Pumps - 2004 Addition	A	★★★★★	3	Forecasted	\$15,594	2022											\$17,913		
7	PLUMBING																			

7.1.1	Replace Domestic Hot Water Boilers - 2004 Addition	B	★★★★	3	Forecasted	\$61,528	2019	15							\$66,600					
7.1.2	Replace Domestic Hot Water Storage Tanks - 2004 Addition	B	★★★★	3	Forecasted	\$28,069	2019	15							\$30,383					
7.2.1	Plumbing Investigation and Report - 2004 Addition	C	★★★	5	Forecasted	\$11,300	2016	99	1		\$11,526									
7.2.2	Replace Basement Hot Water Supply Header (Placeholder) - 2004 Addition	B	★★★★	3	Forecasted	\$27,290	2018	15						\$28,960						
8	ELECTRICAL																			
8.1.1	Replace Switchboard DP-2P - 2004 Addition	C	★★★	3	Forecasted	\$6,498	2015	50		\$6,498										
8.1.2	Bond Metal Shed - 2004 Addition	D	★★	4	Forecasted	\$5,650	2015	99	1	\$5,650										
9	SPECIALTY SYSTEMS																			
9.1.1	Ongoing Repairs for RO System - 2004 Addition	C	★★★	3	Forecasted	\$5,650	2020	5	2						\$6,238					
Total Projected Expenditures										\$280,798	\$16,934	\$0	\$270,917	\$216,032	\$231,117	\$204,776	\$203,197	\$255,189	\$996,050	

Old House, 2069 Battersea Road, Glenburnie, Ontario, Canada							Overall Rating: B		★★★★	Projected Expenditures									
Item	Description	Letter Grade	Rating	Class	Status	Present Cost	First Occur.	Cycle	No. Occur.	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
1	STRUCTURE																		
2	BUILDING ENVELOPE																		
2.2.1	Replace Wood-framed Windows	B	★★★★	3	Forecasted	\$23,519	2020	20							\$25,967				
2.2.2	Replace Vinyl-framed Windows	A	★★★★★	3	Forecasted	\$41,810	2022	20									\$48,027		
2.4.1	Replace Flat Roofing	B	★★★★	3	Forecasted	\$36,979	2024	20											\$44,193
3	FIRE SAFETY																		
4	FINISHES, FURNITURE AND EQUIPMENT																		
4.1.1	Replace Carpet Flooring	B	★★★★	3	Forecasted	\$63,393	2020	25							\$69,991				
5	SITE																		
6	HVAC																		
6.1.1	Replace HVAC System Serving Second Floor	A	★★★★★	3	Forecasted	\$8,447	2020	15							\$9,326				
6.3.1	Replace Building Automation System	B	★★★★	3	Forecasted	\$13,645	2020	20							\$15,065				
7	PLUMBING																		
8	ELECTRICAL																		
Total Projected Expenditures										\$0	\$0	\$0	\$0	\$0	\$120,349	\$0	\$48,027	\$0	\$44,193

Garage & Out Buildings, 2069 Battersea Road, Glenburnie, Ontario, Canada								Overall Rating:		C	***	Projected Expenditures									
Item	Description	Letter Grade	Rating	Class	Status	Present Cost	First Occur.	Cycle	No. Occur.	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024		
1	STRUCTURE																				
1.1.1	Allowance to Improve Lateral Roof Bracing - Garage	D	**	5	Forecasted	\$9,181	2015	99	1	\$9,181											
2	BUILDING ENVELOPE																				
2.3.1	Replace Overhead Doors - Garage Building	A	*****	3	Forecasted	\$5,071	2022	15									\$5,825				
3	FINISHES, FURNITURE AND EQUIPMENT																				
4	SITE																				
5	ELECTRICAL																				
Total Projected Expenditures										\$9,181	\$0	\$0	\$0	\$0	\$0	\$0	\$5,825	\$0	\$0		

Notes on overall rating: The apparent absence of lateral roof bracing could impact overall function of the building.

Palace Road, 250 Palace Road, Kingston, Ontario, Canada										Overall Rating: B	★★★★	Projected Expenditures							
Item	Description	Letter Grade	Rating	Class	Status	Present Cost	First Occur.	Cycle	No. Occur.	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
1	STRUCTURE																		
1.1.1	Repair Foundation Wall - Northwest Corner	D	★★	3	Forecasted	\$13,318	2015	99	1	\$13,318									
2	BUILDING ENVELOPE																		
2.2.1	Replace Corridor Windows - Incl. Entrance Doors	A	★★★★★	3	Forecasted	\$25,208	2023	30										\$29,535	
2.3.1	Replace Garage Overhead Doors	A	★★★★★	3	Forecasted	\$18,713	2021	10								\$21,074			
3	FIRE SAFETY																		
4	FINISHES, FURNITURE AND EQUIPMENT																		
4.1.1	Replace Vinyl Flooring	A	★★★★★	3	Forecasted	\$6,407	2024	15											\$7,657
5	SITE																		
5.2.1	Replace Asphalt Paving	B	★★★★	3	Forecasted	\$67,163	2018	20					\$71,274						
6	HVAC																		
6.2.1	Replace Rooftop Unit	A	★★★★★	3	Forecasted	\$9,356	2020	15							\$10,330				
6.3.1	Replace Radiant Tube Heaters	A	★★★★★	3	Forecasted	\$8,447	2022	13									\$9,703		
7	PLUMBING																		
7.1.1	Replace DHW Tank Heater	A	★★★★★	3	Forecasted	\$8,447	2021	12								\$9,513			
7.2.1	Install Backflow Preventer	D	★★	4	Forecasted	\$5,069	2016	25			\$5,170								
8	ELECTRICAL																		
Total Projected Expenditures										\$13,318	\$5,170	\$0	\$71,274	\$0	\$10,330	\$30,587	\$9,703	\$29,535	\$7,657

Sustainability Implications

Within *Directions for Our Future*, the vision statement associated with Capacity Building and Governance states that “Government decision-making processes are clear, forward thinking and focused on the longer term”. By performing asset condition assessment, Council can assure itself that the County of Frontenac infrastructure is being inspected, current asset conditions are documented and corrective actions are identified for capital asset management. In addition this information is being shared publicly.

Organizations, Departments and Individuals Consulted and/or Affected

Marian VanBruinessen, Director of Corporate Services/Treasurer
David Gemmill, Deputy Chief of Operations
Tom Mercer, Manager of Environmental Services

Appendix A



**FINAL PROPERTY
CONDITION
ASSESSMENT FOR**

Fairmount Home
2069 Battersea Road
Glenburnie, Ontario

September 9, 2015

Prepared For:

County of Frontenac
2069 Battersea Road
Glenburnie, ON K0H 1S0
Contact: Susan Brant, Deputy Treasurer

Prepared By:

WSP Canada Inc.
210 Gladstone Avenue
Suite 4001
Contact: Dylan Conners, B.A.Sc.

Project Number: 151-06149-00



General Description

The "Fairmount Home" is a long term care home with 128 suites located at 2069 Battersea Road in Glenburnie, Ontario. The building is part of the larger Fairmount complex that includes the "Old House", "Garage and Out Buildings": a residential home converted into an office and two smaller buildings currently used as an equipment garage and storage shed.

The Fairmount Home consists of multiple wings connected in a rectangular fashion forming an inner courtyard with additional wings extending to the north and northwest corners. There is an Auditorium building connected to the northeast corner. The Old House is connected to the east of the south wing. Based on drawings made available and interviews with site staff, it is understood that the building was constructed in the following phases:

1968 - Constructed the original Fairmount Home building.

1972 - Constructed the original Auditorium building.

2004 - Demolished a portion of the existing Fairmount Home leaving the south-wing in place, to facilitate the addition of the current east, west and north wings as well as the northwest corner and north extension wings. The addition includes a short link at the northeast corner connecting the Fairmount Home to the existing Auditorium building.

2014 - Extended the Auditorium building footprint to the north and added a foyer and greenhouse to the south.

The structures are a combination steel and concrete framing. The foundations are cast-in-place concrete. There are three balconies: one off each elevation of the east wing, and one off the west elevation of the west wing. There is also a terrace off the north end of the north wing.

The exterior walls are primarily clad with brick masonry and shingled mansards. The Auditorium is clad with prefabricated fiberglass panels. Windows are typically punched, vinyl framed windows with double-glazed vision glass. The building is protected by a combination of flat and sloped roofing assemblies.

The building has a central fire alarm system. Suppression systems include sprinklers and standpipes. Emergency power is provided by a diesel-fired generator.

Site finishes include a combination of hard and soft landscaping with asphalt paving around the building with parking for about 75 vehicles.

Conditioned air is distributed throughout the building by rooftop air handling units. Heating is provided by hydronic radiators supplied by a central heating plant with gas-fired boilers.

Domestic hot water is provided by gas-fired boilers and stored in vertical storage tanks.

Electricity is supplied to the building underground via a pad-mounted transformer. The main switchgear is rated 1,200A, 347/600V, three-phase, four-wire.



General Conditions

HISTORY OF MAJOR REPAIRS

The Fairmount Home was originally constructed in 1968 and was followed by the Auditorium in 1972. An extensive renovation and addition was carried out at the Fairmount Home in 2004. An extensive renovation and addition was carried out at the Auditorium in 2014. As a result, most building component requiring regular renewal date to 2004 or 2014.

STATUTORY COMPLIANCE OR IMMEDIATE LIFE SAFETY ISSUES

No immediate life safety are identified.

The following work is required to comply with various by-laws and regulations that apply retroactively to existing buildings:

- Modify or replace the stairwell guards/handrails

DEFERRED MAINTENANCE

We noted no evidence of significant deferred maintenance.

NORMAL/LIFE CYCLE RENEWAL

A number of components/systems will reach the end of a normal service life within the term of this report. The following expenditure table includes budgets for those systems that are likely to require renewal or capital repair.

No part of this report should be read in isolation. It is intended to be read only in its entirety including the Scope of Work and Limitations.



Capital Expenditures

The following table summarizes our opinion of reasonable budgets for the Capital expenditures identified in this report. Capital expenditures are defined as those that exceed an annual threshold of \$5,000 per building, and are not carried out as part of repetitive maintenance programs.

The budgets assume a prudent level of ongoing maintenance. Dollars shown are inflated, and include contingencies (typically 5 to 15%) and allowances for design/project management (5 to 15%), where relevant. Budgets include HST (13%).

Capital projects are classified as follows:

- 1 = Life Safety/Immediate Items
- 2 = Deferred Maintenance
- 3 = Normal/Life Cycle Renewal
- 4 = Mandatory Statutory Compliance
- 5 = Upgrades/Discretionary Items



Budget Table

Annual Inflated Budgets												
Project Description	CL	ST	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
STRUCTURE												
Investigate and Repair Balcony Drainage - 2004 Addition	3	F	\$7,620									
BUILDING ENVELOPE												
Repaint Mansard Shingles - 1968 Wing	3	F										\$34,477
Replace Stairwell S2 Windows - 1968 Wing	3	F				\$30,728						
Replace Main Entrance and Courtyard Doors - 2004 Addition	3	F										\$9,318
Replace Flat Roofing - 1968 Wing/2004 Addition/Auditorium Link	3	F										\$695,300
FIRE SAFETY												
Replace Fire Alarm Panel	3	F				\$30,510						
Replace Field Devices	3	F									\$66,199	
Replace Generator to Meet CSA and TSSA Standards	4	F	\$200,010									
Upgrade Emergency Distribution System - Includes Additional ATS	5	F	\$61,020									
FINISHES, FURNITURE AND EQUIPMENT												
Replace Suite Vinyl Flooring at Slab-on-grade - 2004 Addition	3	F				\$104,366						
Replace Vinyl Tiles in Basement - 1968 Wing/2004 Addition	3	F					\$8,477					
Replace Carpet Flooring - (20%) Per Occurrence	3	F						\$24,291	\$24,777	\$25,272	\$25,778	\$26,293
Replace Remaining Vinyl Sheet Flooring - 1968 Wing/2004 Addition	3	F							\$83,066	\$84,727	\$86,422	\$88,150
SITE												
Replace Fencing and Pergola - Site	3	F							\$23,125			
Replace Concrete Sidewalk South of 1968 Wing - Site	3	F		\$5,408								
Repave Driveway Circle - Site	3	F										\$110,100
Replace Admin and Visitor Parking - Site	3	F						\$83,750				
HVAC												
Replace Heating Boilers - 2004 Addition	3	F					\$92,225					
Replace Make-up Air Unit - 2004 Addition	3	F						\$44,477				
Replace RTU-1 to RTU-4 - 2004 Addition	3	F						\$72,361	\$73,809	\$75,285	\$76,791	
Replace RTU-5 - 2004 Addition	3	F										\$32,411
Upgrade BAS - 2004 Addition	3	F				\$76,353						
Overhall Steam Boilers - 2004 Addition	3	F					\$18,347					
Replace Hydronic Pumps - 2004 Addition	3	F								\$17,913		
PLUMBING												
Replace Domestic Hot Water Boilers - 2004 Addition	3	F					\$66,600					
Replace Domestic Hot Water	3	F					\$30,383					



Fairmount Home - 2069 Battersea Road, Glenburnie

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Storage Tanks - 2004 Addition												
Plumbing Investigation and Report - 2004 Addition	5	F		\$11,526								
Replace Basement Hot Water Supply Header (Placeholder) - 2004 Addition	3	F				\$28,960						
ELECTRICAL	CL	ST	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Replace Switchboard DP-2P - 2004 Addition	3	F	\$6,498									
Bond Metal Shed - 2004 Addition	4	F	\$5,650									
SPECIALTY SYSTEMS	CL	ST	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Ongoing Repairs for RO System - 2004 Addition	3	F						\$6,238				
Total:			\$280,798	\$16,934	\$0	\$270,917	\$216,032	\$231,117	\$204,776	\$203,197	\$255,189	\$996,050
\$/unit			\$2,194	\$132	\$0	\$2,117	\$1,688	\$1,806	\$1,600	\$1,587	\$1,994	\$7,782
\$/ft²			\$3.55	\$0.21	\$0.00	\$3.43	\$2.73	\$2.93	\$2.59	\$2.57	\$3.23	\$12.61

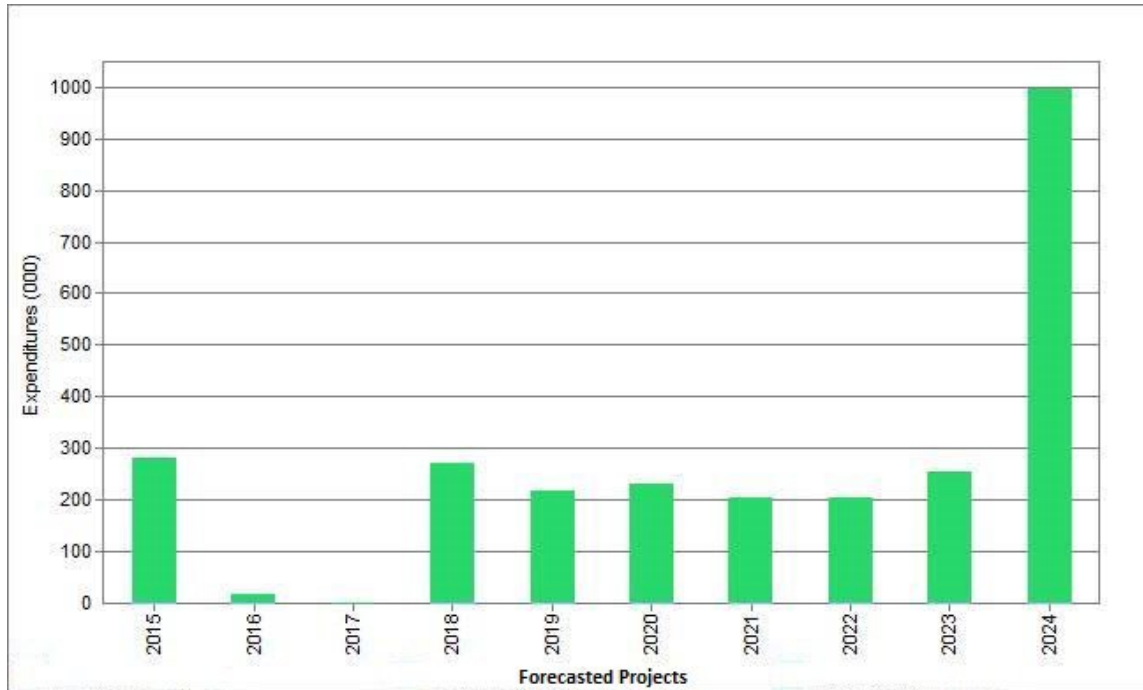
Legend:

ST - Project status (F - Forecasted)

CL - Project classification (1 - 5)



Total Annual Expenditures



Notes:

- Inflation Rate for Expenditures = 2%

Budget Summary Table

Summary from 2015 to 2024		
	Uninflated	Inflated
Total For 10-Year Reporting Period	\$2,371,582	\$2,675,010
Forecasted Projects Total	\$2,371,582	\$2,675,010
Total Per Unit	\$18,527.98	\$20,898.52
Total Per ft²	\$30.02	\$33.86
Average Annual Budget	\$237,158	\$267,501
Average Annual Budget Per Unit	\$1,852.80	\$2,089.85
Average Annual Budget Per ft²	\$3.00	\$3.39
Total Number Of Units: 128	Total Area: 79,000 ft²	
Average Area Per Unit: 617 ft²	Inflation Rate: 2%	



1. STRUCTURE

1.1 Structural Frame

Description:

The building includes a combination of different framing methods. Available drawings indicated the following assemblies.

1968 South Wing

The super-structure generally consists of steel mesh reinforced concrete slabs on metal pans and open-web steel joists ("OWSJs") supported by a combination of steel beams and columns and concrete block walls at the exterior walls. The roof level has a light weight concrete topping on top of the slab.

Stairwell structures are conventionally reinforced concrete.

The basement floor consists of a steel mesh reinforced slab-on-grade with a waterproofing membrane and steel mesh reinforced concrete topping.

Foundations consist of conventionally reinforced concrete with spread footings beneath the perimeter foundation walls and concrete piers beneath supporting the interior columns.

2004 Addition

The super-structure is steel-framed, with steel decking on OWSJs supported by steel beams and columns. The second floor has a concrete topping. Where the ground floor is suspended, the floor structure consists of precast hollow-core slabs supported on steel beams and columns or on conventionally-reinforced concrete walls.

Stairwells and elevator shaft structures are conventionally reinforced concrete.

The basement floor, and the majority of the first floor of all wings except the south, consists of a steel mesh reinforced concrete slab-on-grade.

Foundations consist of conventionally reinforced concrete with spread footings beneath the perimeter foundation walls and concrete piers beneath supporting the interior columns.

1972/2014 Auditorium

Original structural drawings were not provided.

The Structural Renovation drawings indicate steel beams supported on steel columns. The construction of the original lower flat roof is unknown. The structures for the addition are steel-framed with steel roof decking on OWSJs supported by steel beams and columns.

The ground floor consists of a concrete slab-on-grade.

Foundations consist of conventionally reinforced concrete with spread footings supporting the perimeter foundation walls.



Condition:

We noted no evidence of unusual settlement, displacement, or structural cracking in the areas reviewed.

There were no current or historical reports of leakage through the foundation walls. Should isolated leakage occur during the report term, we expect it can be addressed on an as-needed basis as part of normal maintenance.

The interior portions of the structure are generally protected from weather and are not expected to require major repair within the timeframe of this report. Expected repairs to structural elements exposed to weather are discussed in other sections of this report.



1.2 Balconies

Description:

There are terrace-style balconies located on the east and west elevations of the east wing as well as the west elevation of the west wing. The balconies are formed by conventionally reinforced concrete slabs supported on steel beams at the exterior walls and concrete beam on steel columns at the perimeters.

According to the Architectural Addition and Renovation drawings, the balcony floor slabs are as follows (from the top, down):

- precast concrete pavers on adjustable pedestals;
- traffic topping roofing membrane (likely elastomeric based on visual review);
- sloped concrete slab; and
- acrylic stucco textured finished at slab soffit.

Steel-framed balcony guards with tempered glass infill panels are cast into the slab inside of brick on concrete parapet walls.

The exposed second-storey balconies are drained by scuppers.

There is a small terrace roof located above the single-storey wing that extends from the north-wing (see "Roofing" section for more details).

Repair History:

Unknown: Retrofit drains and heat tracing cables installed at the second-storey west elevation, west wing terrace.

Condition:

We accessed the second-storey balconies and noted no major deficiencies.

Where measured, the guards surpass the minimum 1,070mm standard set by the current Ontario Building Code.

Where we locally removed a paver on the second-storey west elevation, west wing balcony, the waterproofing membrane appears to be intact. Where the soffit was reviewed at the same balcony, there are no signs of leakage through the concrete slab. A typical expected service life for an elastomeric waterproofing membrane is about 25 to 30 years. As the membrane is currently about 11 years old, we do not expect replacement will be required during the report term. We recommend periodic inspections of the membrane and review of the concrete soffits as part of normal maintenance.

We noted water staining, locally deteriorated mortar joints and spalling on the exterior masonry (see "Walls" section of report for more on masonry) on the south side of the second-storey west elevation, west wing terrace balcony in the vicinity of the scupper drain. The Manager of Environment Services ("MES") indicated that there have been issues of ice damming at the drains of this balcony specifically, leading to this deterioration, but the issue is minimal elsewhere likely due to the increased sun exposure at other locations to minimize ice damming. The drain at this balcony was replaced with a larger scupper-style drain and heat tracing cables installed to allow the water to drain away from the balcony. However, based on the amount of efflorescence on the brick in these areas, it is likely that water is getting around the drain and entering the wall cavity. Further investigation is required to determine an adequate scope of repairs. An allowance for this investigation that includes a contractor allowance to remove pavers and open the masonry wall is included. We have assumed that localized repairs, such as improving seals at penetrations, may be possible when the wall is opened for investigation. Pending the results of the investigation, no subsequent repair budget is included. However, the results of the investigation should guide future upgrades or repairs to other scupper areas if required in future. We expect the repair or replacement of heat tracing cables will continue to be managed as part of normal maintenance. The MES



Fairmount Home - 2069 Battersea Road, Glenburnie

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reported that this issue is minimal elsewhere as increased sun exposure provides adequate heat to prevent ice damming.

Drainage provisions at the balconies appear minimal in general, with only one small drain located at the second-storey balconies, and no apparent drainage provisions at the covered ground level balcony on the west elevation, west wing. As an upgrade, we recommend installing supplemental drainage scuppers at all of the balconies as part of future membrane and/or brick repair work.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
1.2.1 Investigate and Repair Balcony Drainage - 2004 Addition	\$7,620	\$7,620	2015	N/A	One time	3	Forecasted



2. BUILDING ENVELOPE**2.1 Walls****Description:**

The exterior walls are clad in a variety of assemblies.

1968 Wing

The exterior walls are primarily clad in brick masonry on the ground and walk-out basement levels on the south elevation, painted metal shingles at the second storey and vertical stucco sections between the windows. There are precast window sills.

According to the Architectural drawings, the masonry/stucco walls are generally constructed as follows (from the exterior to the interior):

- 102mm brick with 13mm air space OR 19mm stucco on metal lath;
- 190mm concrete block;
- 6mm parging;
- 25mm rigid insulation; and
- metal studs with lath and plaster.

The bricks are vertically supported by the foundation walls and laterally supported by header bricks. The mansard walls are generally constructed as follows (from exterior to interior):

- metal shingles;
- building paper;
- 15mm plywood sheathing;
- wood framing;
- blown-in mineral wool insulation;
- 25mm vermiculite plaster on metal lath;
- 190mm concrete block; and
- metal studs with lath and plaster.

2004 Addition

The exterior walls are primarily clad in brick masonry on the ground and walk-out basement levels on the west elevation of the west wing with asphalt-shingled mansard walls on the second-storey (see "Sloped Roofing" for more on shingled mansards). There are stucco and vinyl siding accents around most windows. There are precast window sills at the ground and walk-out basement levels. There are several courses of architectural concrete masonry at the walk-out basement levels.

According to the Architectural Addition and Renovation drawings, the masonry walls are generally constructed as follows (from exterior to interior):

- 102mm brick veneer with 50mm air space;
- 75mm rigid insulation;
- air/vapour barrier;
- 16mm exterior grade gypsum board;
- 152mm structural steel studs;
- 22mm furring channels;
- 16mm Type-X gypsum board; and
- 13mm Type-X gypsum board.

The bricks are vertically supported by the foundations and steel angles where the brick spans windows and doors. They are laterally supported with masonry anchors (type unidentified), according to the drawings. There are vertical control joints in the masonry sealed with caulking.



1972/2014 Auditorium

The exterior walls are clad in aggregate coated fiberglass panels manufactured by Steni, which were installed in 2014. According to the Architectural Addition and Renovation drawings, the newly installed walls are generally constructed as follows (from exterior to interior):

- aggregate coated fiberglass panels with 50mm air space;
- 50mm perforated horizontal Z-girts;
- air barrier;
- 16mm exterior gypsum sheathing;
- 152mm steel studs with R20 mineral wool batt insulation;
- poly vapour barrier; and
- 16mm gypsum board.

Where the new cladding was installed over top of existing cladding the wall assembly is as follows (from exterior to interior):

- aggregate coated fiberglass panels with 22mm air space;
- 22mm vertical hat channels;
- 103mm adjustable horizontal Z-girts;
- 100mm rigid insulation set in mastic;
- air/vapour barrier mastic;
- existing brick;
- existing air gap;
- existing concrete block; and,
- 16mm gypsum drywall.

The joints in cladding panels are sealed with caulking.

All windows and doors at the complex are sealed with caulking.

Repair History:

2004: Replaced all existing window sills at 1968 building with new precast sills.

Condition:

The MES reported no concerns of water or excessive air leakage through the exterior walls. Based on a visual review from grade, the exterior walls are in sound condition with limited amounts of obvious deterioration. We noted the following at the older 1968 wing:

- localized areas of fading or peeling paint on the north elevation mansard shingles;
- one unsealed end joint at a precast window sill on the south elevation; and,
- localized areas of peeling acrylic finish at the base of the stucco panels at grade on the south elevation.

The painted shingles were likely last repainted in 2004 as part of the renovations. Based on a 15 to 20 year typical service life, we have included a budget to repaint the mansard shingles at the 1968 wing.

As indicated in the "Balconies" section of the report, there are some locally deteriorated mortar joints and brick spalling below the scupper drain at the second-storey balcony on the west elevation, west wing balcony. An allowance is included to repair this area of brick in the "Balconies" section of the report.

The sealants are generally providing acceptable service. Replacement of window and doors sealants are expected to be carried out with window and door replacement. Localized sealant repairs in between such work are expected to be carried out as part of normal maintenance. Given the limited amount of control joints in the brick masonry, we expect these joints can be repaired on an individual as-needed basis as part of maintenance.



Fairmount Home - 2069 Battersea Road, Glenburnie

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Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
2.1.1 Repaint Mansard Shingles - 1968 Wing	\$28,849	\$34,477	2024	20 yrs	recurring	3	Forecasted



2.2 Windows

Description:

The majority of windows consist of a combination of fixed and/or casement windows with double-glazed insulating glass units ("IGUs") all in vinyl frames. According to the IGU spacers, the windows on the residence floors were manufactured in 2003. The windows in the Auditorium were manufactured in 2014, but there are a small number of windows that predate this age, according to the MES.

There is a near full-height section of wood-framed windows with IGUs at stairwell S2 at the south elevation of the south wing. There are metal-framed operable casements at the stairwell landings. There are no date stamps on the IGU spacers. The frames are believed to be original.

There are four sections of curtain wall where the south 1968 wing connects to the addition. The system incorporates IGUs and insulated metal spandrel panels with horizontal and vertical pressure plates and snap cap covers. The curtain wall was installed as part of the 2004 addition.

Condition:

The MES reported no concerns of water or excessive air leakage through the windows and we noted no evidence of water leakage in the areas reviewed. There are no reports of failed IGUs and none were observed during our walk through. Should any replaceable IGUs require replacement within the report term, we expect this can be completed using operating budgets. A typical service life for vinyl-framed windows is about 25 years with good maintenance. Based on age, window replacement is not expected within the report term.

The wood-framed windows at stairwell S2 are about 47 years old. The IGUs look to be of the same vintage and there were no failures observed. We noted peeling paint and generally weathered framing from the exterior, most notably at the base of the frame where water is likely able to pool. The metal sill flashing looks to have been painted several times and the paint finish is nearly fully deteriorated. As the windows have exceeded their expected service life, and the aesthetics are generally of a lesser caliber compared with the rest of the building, it is expected that window replacement will be desired within the report term. A budget to replace the windows is included in the report.

No obvious concerns with the curtain walls were noted. As curtain wall systems can be maintained for up to 30 or 40 years, replacement is not expected within the report term.

Casement windows are generally not provided with operating cranks. Casements that are operable are provided with opening restrictors to limit the opening to 100mm or less.

The windows on the second residence floor are far below the minimum unprotected height required by the Ontario Building Code at the time of construction. Windows within dwelling units that extend to less than 1,000mm from the floor are to be protected by guards or designed to withstand the lateral design load for balcony guards. Given that the windows appear to have been intentionally designed to this height, we have assumed the windows met this loading requirement at the time of construction. This loading requirement should be considered when the windows are next replaced.

There are operable windows in stairwell S2. A guard was installed at the landing, likely as part of the original construction (1968). This guard does not comply with the current requirement for guards due to the spacing of pickets (greater than 100mm) and the middle rail that facilitates climbing. The current guard requirements are in the Ontario Building Code and are reiterated by some municipal property standards bylaws to apply to existing buildings. We are not aware of such a requirement for existing buildings in the County of Frontenac. These new requirements are focused on young children, and are typically not actively enforced by municipalities for stairwells. While it is unlikely that replacement of the guard would be required, we recommend the landings be modified with plexiglass, similar to the stairwell railings. Assuming plexiglass can be used, it is expected that these modifications can be carried out as part of normal maintenance.



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Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
2.2.1 Replace Stairwell S2 Windows - 1968 Wing	\$28,956	\$30,728	2018	40 yrs	recurring	3	Forecasted



2.3 Exterior Doors

Description:

Exterior doors include the following:

- Main entrance doors: set of glazed aluminum doors with power door openers installed in a vestibule configuration.
- Courtyard doors: glazed aluminum doors with power door openers and side lites.
- Main Auditorium doors: set of glazed aluminum doors with power door openers installed in a vestibule configuration.
- Loading dock doors: two sets of painted metal swing door with glazing lites.
- Stairwell exit doors: painted metal doors with glazing lites.
- Other: painted metal doors.

The Auditorium doors were installed in 2014 and the remaining doors were installed in 2004.

Condition:

We noted no major problems with doors that we checked and the MES reported no concerns.

A typical expected service life for a commercial-grade entrance door is about 30 years. However, based on the frequency of use, we would expect the main entrance and courtyard doors to have a decreased service life of about 20 years. A budget to replace these doors is included in the report term. Based on age, replacement of the Auditorium doors is not expected within the report term. It is expected that the remaining doors will be repaired or replaced on an as-needed basis as part of normal maintenance.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
2.3.1 Replace Main Entrance and Courtyard Doors - 2004 Addition	\$7,797	\$9,318	2024	20 yrs	recurring	3	Forecasted



2.4 Flat Roofing

Description:

1968 Wing/2004 Addition

There are three flat roof areas: the main second-storey roof, the roof above the single-storey wing extending from the north wing and the canopy roof above the loading area. A portion of the single-storey roof is a resident accessible terrace with rubber mat flooring and a perimeter guard of similar construction to the balcony guards. The roofing assemblies were installed in 2004.

According to the drawings, the roofing assemblies consist of (from the top, down):

- two-ply modified bitumen roofing membrane;
- 13mm protection board;
- 100mm rigid insulation;
- continuous vapour barrier;
- 16mm exterior grade gypsum board;
- 38mm steel roof deck;
- OWSJs; and
- acoustic tile or 16mm gypsum board ceiling.

1972/2014 Auditorium

There are two roof levels: the upper sloped roof and the lower flat roof, which is divided into different sections. There is also a flat roof above the link that connects the Auditorium to the Fairmount Home.

The roofs are covered by conventionally applied modified bitumen membranes. Details of the roofing assembly were not provided; however, based on visual review, it is likely of similar construction to the Fairmount Home roofs. The Auditorium roofing assembly was replaced/installed in 2014. The link roof is believed to have been installed in 2004 during the Fairmount Home redevelopment.

Internal area drains provide drainage at all roofs.

Condition:

The MES indicated that there are currently no leaks through any of the roofing assemblies and no major deficiencies were observed.

We noted a blister in the membrane at the wing extending to the northwest where the stress of the blister has caused the seams to pull apart, increasing the risk of leakage into the building. WSP highlighted this area to the MES who indicated that it would be repaired promptly.

There are localized areas of mild degranulation on the 1968 wing/2004 addition, but this condition is not excessive for roofing of this age. We noted evidence of ponding water on the 1968 wing roof and at the Auditorium link roof, but generally the roofs were dry.

A typical service life for conventionally applied modified bitumen roofing is about 20 years. Based on age, replacement of the Auditorium roofing is not expected in the next 10 years. However, we have included a budget to replace the 2004 roofing during the report term, including the Auditorium link.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
2.4.1 Replace Flat Roofing - 1968 Wing/2004 Addition/Auditorium Link	\$581,796	\$695,300	2024	20 yrs	recurring	3	Forecasted



2.5 Sloped Roofing

Description:

The central portion of the east wing is covered by a sloped roof with asphalt shingles. According to the Architectural drawings, the roofing assembly is as follows (from exterior to interior):

- 30 year laminated asphalt shingles;
- ice and water shield at eaves minimum 1200mm;
- asphalt impregnated building paper 100% coverage;
- 13mm plywood sheathing.

The roof drains into prefinished metal eaves troughs which discharge onto the flat roofs to the north and south. Ventilation is provided by prefinished perforated metal soffit at the eaves and button-style vents near the top. The top of the roof is flat, with a modified bitumen roof membrane on tapered fibre board.

The second storey walls of the 2004 addition are clad with the same laminate asphalt shingles as the sloped roof.

Condition:

The MES indicated no leaks through the sloped roof or the shingled mansard walls. The shingles are about 11 years old now, and the conditions look consistent with their age and product type. We did not see excessive granule loss or curling, but we did note some shrinkage in between the shingle tabs on the south side roof. Unfortunately, shingle ratings are not always indicative of their useful life. While we do not anticipate the entire sloped roof areas to require replacement within this report's timeframe, slopes on dormer roofs facing southwest may require replacement. We assume these local areas can be repaired or replaced at a cost below the threshold of this report. Eventual replacement is expected soon after the report term.

Deficiencies observed include:

- There is moss growth on the splash pads where the downspouts discharge onto the flat roof; and
- There is one loose hip shingle at the southwest corner mansard.

These items are expected to be addressed as part of normal maintenance.



3. FIRE SAFETY

3.1 Detection/Alarm

Description:

The building has a two-stage fire alarm system. The control panel was manufactured by Siemens (Cerberus Pyrotronics) and is a MXL addressable fire alarm panel. It is located in the Auditorium vestibule. A remote annunciator is located in the entrance vestibule of the Old House and four Nurse Call Annunciation Stations also annunciating fire alarm status and information, exist in the various wings of Fairmount Home.

The fire alarm system monitors smoke and heat detectors located throughout the building, supervised valves in the suppression and sprinkler systems, fire pump and fire tank statuses, and manual pull stations at required exits. Signalling devices (mostly bells) are located throughout the building.

According to the annual inspection report, the panel has 12 detection zones with about 440 devices connected to the system, 343 of which are initiation devices, the remainder of which are status monitoring devices and control devices. There are 68 bells and two visual signalling devices.

Each suite has a ceiling mounted addressable ionization smoke detector per bed location within the suite in accordance with the requirements of a care and detention facility.

The fire alarm system, including all devices and wiring, was installed in 2004.

Condition:

According to Siemens (Cerberus Pyrotronics), the fire alarm is approximately 17 years old and in good condition. According to Siemens and the MES, there have been no major issues with the system, and no major issues are identified on the latest annual inspection report (dated September 11, 2014) and subsequent partial verification pertaining to the new elevator controls work (dated May 27, 2015).

During the visual inspection carried out as a part of this report it was noted in the Old House attic (loft) floor that a detection device or coverplate is missing at one of the ceiling mounted boxes. This and other minor repairs, as identified by ongoing inspections, are expected to be completed as part of regular maintenance.

According to Siemens, the control panel and annunciator are slated to become obsolete in 2018, with field devices becoming obsolete in 2023. Budgets for replacement of the panel and field devices are included based on this timing. The budget assumes that the panel will be replaced with a similar, compatible, addressable system, re-using the majority of the existing field devices and wiring. A subsequent budget is included to replace the field devices when they are slated to become obsolete. The budgets were provided by Siemens and include parts and labour.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
3.1.1 Replace Fire Alarm Panel	\$28,750	\$30,510	2018	20 yrs	recurring	3	Forecasted
3.1.2 Replace Field Devices	\$56,500	\$66,199	2023	20 yrs	One time	3	Forecasted



3.2 Suppression

Description:

The building is equipped with a wet pipe sprinkler system serving the majority of the occupied floor space and a dry pipe sprinkler system serving the loading dock area. There is a standpipe system serving hose cabinets located throughout the building. Zone isolation valves and flow switches are located throughout the building. As the building is not on a municipal water supply, there are four underground reservoirs with a capacity of 50,000 liters to store water for fire protection. There is a 30 hp fire pump package complete with Tornatech controller, valving and jockey pump. The system is capable of 500 gpm at 70 psi boost.

A fire department connection is located at the front of the building (east face) adjacent to the main entrance.

Fire extinguishers are located throughout the space in fire hose cabinets and other locations as required.

The kitchen grease hood is equipped with a stand-alone wet chemical suppression system.

The suppression systems were installed as part of the 2004 addition.

Condition:

Based on the age, apparent condition and recent sprinkler system inspection report completed by Drapeau Automatic Sprinkler Corp., the system is functioning with no major issues. We do not anticipate any major upgrades or replacement within the term of this report. Minor repairs, as identified by ongoing inspections, are expected to be completed as part of regular maintenance.

3.3 Emergency Power

Description:

Emergency power is provided by a standby diesel-fired 250kW (313kVA) (+10% tested overload capacity (1 hour duration)) generator. The generator was manufactured by Generac Power System (model SD250). It is located outside to the west of the building, adjacent to the utility-owned pad-mounted transformer and provides power through an automatic transfer switch to the fire pump and associated jockey pump, elevators, heating plant, one washing machine, roughly 50% of the lighting (which provides emergency lighting for the building), exit signs, one receptacle per resident room (intended for resident medical equipment like oxygen pumps), select receptacles in the kitchen and serveries, the nurse call system, the fire alarm system, selected pumps and mechanical equipment. The generator control panel has a dedicated 200A-3P breaker for the fire pump and a 400A-3P breaker for the remainder of the building's emergency power load. It is unclear if the installed generator complies with CSA C282 Emergency Electrical Power Supply For Buildings.

The transfer switch "ATS-1" is rated for 600A, 347/600V, and is located in the main Electrical Room S-014. The fire pump has a dedicated automatic transfer switch skid mounted on the packaged fire pump assembly in Mechanical Room E-000.

The only fuel storage tank is a sub-base generator mounted tank. The tank is double-walled, with a storage capacity of 183 gal of diesel.

Emergency Lighting is provided by standard light fixtures powered from the emergency power system primarily with wall mounted battery packs connected to local and remote emergency light fixtures in electrical rooms. Exit signs are primarily LED signs that read "Exit" in red except in the Auditorium where in the 2014 renovation green pictogram exit signs were installed.

The building has separate Normal Power and Emergency Power electrical distribution systems.



Emergency power is distributed to electrical closets in the corridors before being supplied to the suites (and other loads). There is an electrical closet on every floor and wing. Each ground floor closet has a disconnect switch rated at 60A, 347/600V which provide a disconnecting means for a 600/120/208V transformer for emergency power (receptacle) panelboards.

There is an area of the Mechanical Room E-000 where emergency power electrical panels and transformers are located. Some emergency power panels are also located in the Auditorium. Also, in the basement there is panel LP-E located in Electrical Room S-006.

There are several air-cooled step-down transformers throughout the building. These transformers step a portion of the 600V service down to 120/208V for localized low-voltage distribution. Where checked, these transformers range in size from 30 to 112.5kVA.

Condition:

The generator is exercised weekly by in-house staff, and quarterly by Crintec. We understand that a full load test was last completed this week. The unit had logged 347.1 hours at the time of our visit.

The fuel storage tank is currently filled by in-house staff with jerry cans. This is not allowed, as TSSA regulations require only TSSA-certified technicians to re-fill fuel storage tanks. In addition, fuel storage tank is typically only allowed to be filled from the exterior, so a separate fuel delivery system may be needed between the building exterior and the tank. TSSA regulations are retroactive. Further investigation and design are required to determine the extent of modifications required to achieve compliance with TSSA regulations. Until a scope of work is developed, budgets are difficult to predict. We have included a preliminary allowance for design and modifications, but pending design, this should be considered an order of magnitude cost only, the same is true for C282 Emergency Electrical Power Supply for Buildings compliance.

Weekly generator test reports indicate that the peak demand on the generator has been 180A. At this peak demand the generator is roughly between 50% and 75% loaded and the listed standby diesel fuel consumption at 75% loading is 16 gal/hour. Therefore, at the measured peak, there is less than 12 hours of fuel present. It is unlikely that the measured peak demand occurred with the 30hp fire pump running therefore actual hours of fuel usage will be less if a fire occurs during the peak. Per present day Codes (CSA C282-05 Emergency Power for Buildings, and CSA Z32-04 Long Term Care referenced by the latest version of the Ontario Building Code) this building (Long Term Care), a Class B Health Care Facility, requires a minimum of 24 hours of on-site fuel storage for the standby emergency generator at 100% generator nameplate. Therefore, we recommend provision be made for automatic filling of the daytank from additional on-site storage as the existing sub-base tank is not large enough to meet this demand.

Per the 2012 Ontario Electrical Safety Code, a fire pump requires a dedicated automatic transfer switch (which it has), life safety loads require a dedicated safety switch (such as the fire alarm panel, nurse call system, heat, fire fighter's elevator, resident room receptacles used for medical equipment and emergency lighting) and additional conditional loads are required to be on their own transfer switch. This third transfer switch is not present. Modifications and additions to the present emergency power distribution system would be required to transfer the conditional loads to such a transfer switch for conditional loads per section 46 of the Ontario Electrical Safety Code (primarily the heating, HVAC and ventilation loads).

We recommend that the existing generator be replaced with a minimum 300kW (375kVA), 347/600V, three-phase, C282 compliant, TSSA compliant (24 hour runtime fuel capacity) generator c/w outdoor sound attenuated enclosure on existing/modified concrete pad reusing existing conduit & wiring to both existing ATS-1 and existing Fire Pump ATS. Note that the existing automatic transfer switches and wiring and cable sizes, based on 2004 "as-built" drawings, appears to already be sized correctly for this larger generator. A preliminary budget for this work is included.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
3.3.1 Replace Generator to Meet CSA and TSSA Standards	\$200,010	\$200,010	2015	30 yrs	recurring	4	Forecasted
3.3.2 Upgrade Emergency Distribution System - Includes Additional ATS	\$61,020	\$61,020	2015	N/A	One time	5	Forecasted



4. FINISHES, FURNITURE AND EQUIPMENT**4.1 Common Areas****Description:**

Interior finishes and fixtures comprise the following:

- 1968 Wing Stairwells: Terrazzo floor, painted drywall walls and painted drywall ceiling.
- 2004 Addition Stairwells: Painted concrete treads and landings, painted concrete walls and suspended acoustic tile ceiling.
- Lobby: Carpeted floor, painted drywall walls, and suspended acoustic tile ceilings. Millwork includes a wood desk at the main entrance.
- Resident Corridors: Carpeted floor, painted drywall walls, and suspended acoustic tile ceilings. Wood handrails are provided.
- Basement Corridor: Vinyl tile floor, painted drywall walls, and suspended acoustic tile ceiling.
- Paramedic Area: Carpeted floor, painted drywall walls, and suspended acoustic tile ceiling.
- Lounge and Activity-type rooms: Click vinyl plank floors, painted drywall walls, and suspended acoustic tile ceilings. Where applicable, millwork includes wood cupboards with laminate countertops. Fixtures include stainless steel sinks.
- Dining Room: Combination of vinyl sheet and vinyl plank floor, painted drywall walls, and suspended acoustic tile ceilings. Millwork includes wood chair rail.
- Kitchens: Industrial-grade vinyl sheet floor, ceramic tile walls, and suspended acoustic tile ceilings.
- Typical Suite: Vinyl sheet floors, painted drywall walls, and painted drywall ceilings. Millwork includes large wood window sills.
- Typical Washroom: Vinyl sheet floors, painted drywall walls, and painted drywall ceilings. Fixtures include ceramic sinks and tankless toilets.
- Auditorium Vestibule: Ceramic tile floor, painted drywall walls and suspended acoustic tile ceilings.
- Auditorium: Vinyl plank floors, painted drywall walls, and suspended acoustic tile ceilings.
- Auditorium Kitchen: Vinyl sheet floor, painted drywall walls, and painted drywall ceilings. Millwork includes wood cupboards with laminate countertops. Fixtures include stainless steel sinks.

Resident accessible rooms have wood doors with lever-type door handles. Service room doors are painted metal with lever-type door handles. Fire doors are painted metal doors with push-bar hardware.

Condition:

The interior finishes vary in age throughout. According to the MES, most of the carpet was replaced about 5 years ago or less with a more durable "Powerbond" carpet product. Where reviewed, the carpet was in good condition. Based on the level of wear and tear for this type of use, we would not expect the carpet finishes to last much further than 10 years. Also, based on the strategy implemented to date, we do not expect a full replacement of carpet finishes will be carried out. Instead we would expect a phased replacement approach over a number of years. A budget to replace about 20% of the carpet finishes is included in the next 5 years, with full replacement in 10 years. The costing unit rates for this work were provided by the MES and include removal, disposal and re-installation.

The vinyl sheet flooring in the residents suites is mostly original and in serviceable condition, with the exception of the flooring on the slab-on-grade areas of the ground floor, which has started to shrink and pull away at the seams. This is sometimes related to overheating the vinyl product during installation, which is more likely in slabs on-grade due to the poor heat dissipation in the concrete. A budget to replace the flooring in these rooms is included in the next few years. An allowance to replace the remaining flooring phased over a period of four years is included in the report term. The costing unit rates for this work were provided by the MES and include removal, disposal and re-installation.



Vinyl sheet flooring in the Dining and Activity rooms have been replaced with click vinyl plank floors in recent years with only isolated areas remaining, including about 50% of the dining room. Given the age of the flooring, we do not expect replacement of the click vinyl flooring will be required within the report term and expect the remaining areas will be replaced on an individual basis at costs below the report threshold.

The vinyl tile flooring in the basement is in sound condition, with no obvious cracks or popping tiles. A typical service life for vinyl tile floors is about 15 years. A budget to replace the basement vinyl tiles is included in the report based on this service life.

The ceiling finishes are not expected to require replacement within the report term unless desired as part of aesthetic upgrade or larger renovation project.

Millwork and interior fixtures can provide reasonable service for up to 30 years without requiring replacement. Full replacement is usually dictated by other factors, like aesthetics, and tends to be included as part of larger renovation projects. We expect that millwork and interior fixtures can be maintained for the duration of the report as part of normal maintenance assuming no large scale renovations are expected within the next 10 years.

Interior painting is expected to be carried out on an as-needed basis as part of normal maintenance or as part other renovation projects.

Where reviewed the doors are in sound condition. We expect that localized hardware repairs and replacement will be carried out on an individual as-needed basis.

The 1968 stairwell guards do not meet modern standards set by the Ontario Building Code, including minimum height at landings (1070mm), spacing between vertical pickets (maximum 100mm) and guard elements that could facilitate climbing. Several OBC rulings suggest the requirements are targeted at safety for young children. The guards were modified at some point in the past with plexiglass installed over the original metal guard. The plexiglass was likely installed to meet the guard spacing and climbability requirements of modern Codes when the building was renovated in 2004. Modern height requirements were not retroactively enforced, it would appear. As noted in the Windows section, some municipalities also have requirements for guards in existing buildings, though these requirements are often not strictly enforced. In theory, authorities having jurisdiction could enforce the spacing requirements at any time. It was reported that authorities visit the building regularly and this item has not been identified as a risk to date. It is assumed that changes to the existing guard, to meet current height requirements, will not be mandated during the report term, assuming no major building renovations are conducted in the near future.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
4.1.1 Replace Suite Vinyl Flooring at Slab-on-grade - 2004 Addition	\$98,346	\$104,366	2018	15 yrs	recurring	3	Forecasted
4.1.2 Replace Vinyl Tiles in Basement - 1968 Wing/2004 Addition	\$7,831	\$8,477	2019	15 yrs	recurring	3	Forecasted
4.1.3 Replace Carpet Flooring - (20%) Per Occurrence	\$22,001	\$24,291	2020	1 yrs	5	3	Forecasted
4.1.4 Replace Remaining Vinyl Sheet Flooring - 1968 Wing/2004 Addition	\$73,760	\$83,066	2021	1 yrs	4	3	Forecasted



5. SITE

5.1 Site Features

Description:

Site features include the following:

- Signage: There are painted wood signs on wood posts by the road and in the central grassed areas inside the driveway circle.
- Flag poles: There are three flag poles by the road.
- Soft landscaping: There are soft landscaped areas around the building with some mature trees. There is an open field to the south of accessible areas.
- Fencing: There is wood fencing above a concrete unit retaining to the north of the building forming an enclosed area. There is chain link fencing along the south of the building. There is a stone wall along the road adjacent to the southern field.
- Pergola: There is a wood-framed pergola structure inside the courtyard.
- Retaining walls: There is a concrete unit retaining wall inside of the fencing to the north of the building. There is a stone faced concrete retaining wall with a metal guard between the Old House and a ramp providing access to the Fairmount Home.
- Planters: There are concrete unit planter boxes inside the courtyard for various plants.

See the "Paving" section of the report for hard surfacing.

Condition:

Site features generally appear well-maintained. Most features appear consistent in age with the 2004 addition. A typical service life for wood fencing is anywhere between 15 and 20 years. Based on age, we have included a budget to replace the fencing and pergola within the report term.

We expect the remaining items can be maintained for the duration of the report as part of normal maintenance.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
5.1.1 Replace Fencing and Pergola - Site	\$20,534	\$23,125	2021	15 yrs	recurring	3	Forecasted

5.2 Paving

Description:

The site is accessed via a single driveway from Battersea Road north of the Country Pines apartment building, the neighbouring facility. The driveway splits into two driveways: one that travels in front of the Country Pines building and one behind. According to the MES, there is an agreement in place whereby responsibilities related to these driveways are split 50/50. There is a second driveway near the Old House at Battersea Road that is restricted from access. There is a driveway circle to the east of the building to allow for easy pick-ups and drop-offs.

According to the site plan, there is limited asphalt-paved parking on the Fairmount property. There is a paved parking lot at the northwest with about 30 parking stalls (the paving continues north beyond the property line to the Country Pines property) and smaller parking lots in the vicinity of Garage and Out Buildings ("Visitor Parking"), across from the Auditorium (handicap parking), and near the Old House ("Frontenac Paramedics Parking"). However, according to the MES, Fairmount Home is responsible for several parking lots beyond the property limits shown on the Site Plan, including a parking lot east of Country Pines ("Frontenac County administration & visitor parking") and two smaller parking lots west of the western property line, including the "Frontenac Staff Parking" lot. There is an asphalt-paved service



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road connecting the Staff Parking to the loading dock at the back of the building. It is understood that Fairmount is fully responsible for these areas.

The site is generally sloped to drain. There are catch-basins in the driveway circle (location of drainage discharge unknown).

Poured concrete curbs are generally provided at pavement perimeters in the front paved areas, but not the back. There are concrete sidewalks provided in front of the Old House, main entrance and Auditorium and along the south elevation of the 1968 wing. Concrete paved walkways are provided in the courtyard and fenced-in area to the north. There is a concrete pad and sidewalk to the north of the Auditorium.

There are concrete pads to the east and south of the Old House.

Concrete unit pavers are located within the courtyard and in front of the Old House.

Repair History:

2014: Installed concrete pad and sidewalk to the north of the Auditorium.

Unknown: Sealed cracks in paving with asphaltic sealant.

Condition:

In general, the paving is in serviceable condition. Much of the paving looks consistent with the 2004 Addition, with the exception of the County administrative and visitor parking lot and the perimeter portions of the staff parking.

We noted the following conditions on site.

- longitudinal cracks in the driveway circle (sealed);
- some localized cracking along the paving joints in the rear Staff Parking and Administrative and Visitor Parking lots;
- some localized patch repairs on the driveline behind the Country Pines; and,
- evidence of a previous asphalt overlay in the driveline behind the Country Pines.

The majority of paving is at least 11 years old, but likely older. A typical expected service life for asphalt paving is about 20 years or more, if a patchwork appearance is considered acceptable. Based on age, we would expect that some paving replacement will be required within the report term. Based on condition and higher traffic demands, we have included budgets to replace some of the paving including the driveway circle and Paramedics Parking as well as the Administrative and Visitor Parking area. Allowances for some concrete sidewalk and curb replacement is included. Given the limited extent of deterioration elsewhere, we expect the remaining areas can be maintained as part of normal operations, assuming patchwork remains acceptable.

The middle portion of the concrete sidewalk along the south of the 1968 wing is deteriorated, which could lead to tripping hazards. Replacement of the deteriorated portion of the sidewalk is recommended. A budget has been included to replace the deteriorated sidewalk as well as some of the older adjoining sections.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
5.2.1 Replace Concrete Sidewalk South of 1968 Wing - Site	\$5,302	\$5,408	2016	20 yrs	recurring	3	Forecasted
5.2.2 Repave Driveway Circle - Site	\$92,127	\$110,100	2024	20 yrs	recurring	3	Forecasted
5.2.3 Replace Admin and Visitor Parking - Site	\$75,855	\$83,750	2020	20 yrs	recurring	3	Forecasted



6. HVAC

6.1 Central Heating Plant

Description:

Central heating for the building is provided by three Lochinvar fin-tube boilers (m/n: CBN1795), each with a gas input of 1795 MBH and a rated heat output of 1450 MBH. According to the data plates, the boilers were manufactured in 2003. The boilers are mid-efficiency type, with a peak efficiency of 81%.

Repair History:

Unknown: Replaced one heat exchanger in of the boilers.

Condition:

Based on conversations with the manufacturer of the boilers, typical service life is approximately 15 years. Building operations staff have reported that the heat exchanger in one of the boilers had failed, and was recently replaced. Given the age of these boilers, if more than minor repairs are necessary in the future, boiler replacement may be considered more cost-effective. Replacement may also be desired to improve energy efficiency. We have included a budget for replacement with high efficiency fin-tube type boilers. The high efficiency fin-tube boilers would have a peak efficiency of approximately 85%, and could most likely retain the existing venting (would have to be confirmed during detailed design). Another option would be to replace the boilers with high efficiency condensing type boilers. These boilers are capable of reaching efficiencies of over 95%, but the venting would have to be changed, increasing project cost. Further, because of the original design temperatures of the hydronic systems, it would not be possible to operate the boilers at peak efficiency for the entire heating season, most likely only during the spring and fall shoulder seasons. For these reasons, we have included budget for the 85% efficient boilers.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
6.1.1 Replace Heating Boilers - 2004 Addition	\$85,202	\$92,225	2019	15 yrs	recurring	3	Forecasted



6.2 Make-up Air Unit(s)

Description:

The kitchen and laundry areas are equipped with a natural gas-fired Trane make-up air unit ("MAU"), which is located on the roof. The unit is equipped with a gas heating section and split DX cooling. The unit is rated for 5,000 cfm, with 650 MBH gas input for the heating section and 20 ton split DX cooling section. The MAU use R-22 refrigerant.

The make-up air unit was installed as part of the 2004 renovations.

Condition:

The service life of rooftop units varies, depending on the type of unit, service conditions, and maintenance practices. We have seen some rooftop units replaced after only 15 years of service, and others that remain in use beyond 30 years. However, the cooling section of the MAU is R-22 refrigerant-based, which is currently no longer produced under various international protocols and agreements. Current equipment continues to be maintained using existing stocks of the refrigerant. We have assumed that this will remain possible, and that replacement parts will remain available, for about 4 or 5 more years. As such, we have included for replacement at that time. Periodic repair and replacement of individual components (such as the compressors, burners, valves, blowers, etc.) are expected to be managed as a maintenance expense.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
6.2.1 Replace Make-up Air Unit - 2004 Addition	\$40,284	\$44,477	2020	20 yrs	recurring	3	Forecasted

6.3 Air Handling Unit(s)

Description:

RTU-1 to RTU-4: The patient rooms and common areas are served by four roof top air handling units (RTU-1 to RTU-4). The units have hydronic heat (glycol), packaged electric DX cooling, heat recovery, supply, return, and exhaust fan sections. The units are split into 3 modules each: exhaust fan with heat recovery coil, air intake with heat recovery coil, and main air handling unit with supply fan, cooling, heating and economizer sections. The units were manufactured by Trane (Intellipak m/n: SXHFC2050) and installed during the 2004 renovation project. Each unit has capacity of ranging between 10,000 to 15,000 cfm, with 20 tons cooling.

RTU-5: The paramedic office area is served by a packaged rooftop air handling system with gas-fired heating section, packaged electric DX cooling, economizer and fan sections. This unit was installed in 2007.

The cooling sections of the air handler use R-22 refrigerant.

Repair History:

2014: One compressor on the packaged cooling condenser failed and was replaced, according to building operations staff.

Condition:

According to the service contractor, as well as building operations staff the air handling systems for the patient rooms are operating well. Visually the units are in reasonable condition, without any obvious signs of corrosion, or premature wear.



As per the discussion regarding R-22 refrigerant based equipment in the "Make-up Air Unit" section of the report, current equipment continues to be maintained using existing stocks of the refrigerant. We have assumed that this will remain possible, and that replacement parts will remain available, for about 4 or 5 more years. We have included a phased replacement budget to replace RTU-1 to RTU-4 during the report term. A separate budget to replace RTU-5 has also been included towards the end of the report term, considering this unit is not as old as the other units.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
6.3.1 Replace RTU-1 to RTU-4 - 2004 Addition	\$65,540	\$72,361	2020	1 yrs	4	3	Forecasted
6.3.2 Replace RTU-5 - 2004 Addition	\$27,120	\$32,411	2024	20 yrs	recurring	3	Forecasted



6.4 Ventilation/Exhaust System

Description:

Ventilation to the occupied floor areas is provided through the four rooftop HVAC systems (RTU-1 to RTU-4). Refer to the "Air Handling Units" section of the report for further details.

The resident rooms are exhausted through the central heat recovery ventilation system in an effort to reclaim some of the heating/cooling energy applied to the supply air to the space.

Each servery is equipped with an exhaust fan to control humidity and heat generated by the dishwasher. The fan is ducted from the roof down to each space to hoods above each unit. The fans are belt drive upblast type (Loren Cook m/n: ACRUB) with spun aluminum housings.

The main kitchen hoods are exhausted through an upblast type centrifugal fan located on the roof. The fan capacity is approximately 5,000cfm, with 3hp motor.

Condition:

Typical life expectancy of this type of fan is 20 to 25 years. The equipment observed on site appeared to be in good condition, and no major issues were reported by building operations staff. These types of fans can often be maintained by repairing or replacing individual parts without the need to replace the entire unit. We have assumed that any ongoing maintenance and repairs will be handled under ongoing maintenance budgets.

6.5 Control System

Description:

An Alterton/BASE Control building automation system ("BAS") monitors and controls the operation of the HVAC systems. The equipment is controlled by electric actuation devices. The operator work station and main control panel is located in the maintenance office on the basement level. The BAS consist of about 150 control points based on a brief review of the monitoring station.

The BAS was installed as part of the 2004 renovations.

Condition:

The BAS is in operable condition, however the main controllers and software are beginning to show their age. The original manufacturer (Alterton/BASE) is no longer in operation, and is now serviced by another manufacturer. Fairmount operations staff have received proposals to upgrade the front end operator workstation, software, and controllers, keeping existing wiring and end devices. We have included a project to upgrade the existing BAS to current technology based on a quote management received in 2012 plus inflation.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
6.5.1 Upgrade BAS - 2004 Addition	\$71,949	\$76,353	2018	10 yrs	recurring	3	Forecasted



6.6 Humidification System

Description:

Humidification to the building is provided by two gas-fired steam boiler located in the basement mechanical room. The boilers were manufactured by Byran with a burner manufactured by John Zink, 450 MBH gas input (m/n: R6.9-G-03/246046). The steam and condensate piping extend from the basement mechanical room up to the rooftop units where the steam is injected into the rooftop unit supply air stream. The steam humidification system also includes a condensate reciever/feed water tank and water treatment system located in the mechanical room, steam traps, and piping.

Repair History:

The steam boiler was installed as part of the 2004 addition project.

The feed water supplied to the boiler is treated by a softener and other systems , however scaling of the boiler is still an operating challenge for the facility

Condition:

Based on age and adverse water conditions, we anticipate the boiler will need a major overhaul or replacement within the term of this report.

We recommend that steam traps be monitored regularly to ensure that they are not leaking, causing the system to operate at lower efficiency

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
6.6.1 Overhall Steam Boilers - 2004 Addition	\$16,950	\$18,347	2019	N/A	One time	3	Forecasted



6.7 Rooftop Unit(s)**Description:**

AHU-6: The auditorium area HVAC systems include an indoor airhandler with remote condensing unit (Trane m/n: MCCB010), installed in 2003 (based on serial number). The unit has hydronic heat, electric DX cooling with remote condenser (Trane m/n: TTA150EW0RAA), supply fan sections and mixing plenum. The unit has capacity of approximately 5000 cfm, with 12.5 tons cooling. The cooling portion of the unit was added in the 2014 auditorium addition.

The front lobby of the auditorium is cooled by a ductless split air conditioner with wall mounted indoor unit and rooftop condensing unit. The system is a Samsung AQX24VFUAGM utilizing refrigerant R410A.

Condition:

According to the service contractor, as well as building operations staff the air handling systems are operating well. Visually the units are in reasonable condition, without any obvious signs of corrosion, or premature wear. Based on age of equipment, we do not anticipate replacement within the term of this report. Periodic repair and replacement of individual components (such as the compressors, burners, valves, blowers, etc.) are expected to be managed as a maintenance expense

6.8 Air Conditioning Unit(s)**Description:**

Base building cooling is not provided to the resident suites. Portable air conditioners can be provided by the residents at their own expense. Through-wall exhaust grilles are provided.

6.9 HVAC Distribution System**Description:**

The hydronic distribution system includes the following:

- steel distribution piping from the central plants to terminal units
- two heating distribution pumps rated at 7.5hp (159gpm @ 80ft)
- two heating distribution pumps rated at 3hp (80gpm @ 70ft)
- four heat exchangers which transfer heat from hot water to glycol
- isolation and other flow control valves located throughout the system
- one expansion tank
- automatic water treatment, which helps maintain a neutral pH level in the water, and reduces the potential for corrosion of the piping.

According to drawings, there is one main supply and return riser.

Condition:

Building operations staff reported that there are no known problems with the hydronic distribution system.

The distribution piping is mostly concealed behind interior finishes. In addition, the condition of the internal pipe walls cannot be determined without destructive cut tests or ultrasonic testing. With diligent regular maintenance and proper water treatment, these systems can often last the life of the building without capital repairs. Therefore, based on the presence of a water treatment system and the given the reported



Fairmount Home - 2069 Battersea Road, Glenburnie

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absence of major concerns to date, general replacement of the hydronic distribution piping is not expected within the report term. We assume minor issues and isolated replacements will be managed from repair and maintenance budgets.

The hydronic heating pumps appear to be in good condition with no major issues reported. Based on age, we anticipate that the heating distribution pumps will have to be replaced or rebuilt within the next 10 years.

Based on a 25 year typical service life, replacement of the heat exchanger is not anticipated within the report term.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
6.9.1 Replace Hydronic Pumps - 2004 Addition	\$15,594	\$17,913	2022	N/A	One time	3	Forecasted



7. PLUMBING

7.1 Domestic Water Boilers

Description:

The domestic water heating is provided by four gas-fired fin-tube, boilers manufactured by Lochinvar (m/n: CBN0645). Each has a natural gas input of 645 MBH and an output capacity of 522 MBH. The boilers are located in the basement mechanical room. Two of the boilers serve a high temperature (60°C) hot water loop dedicated to the kitchen and laundry areas, and the other two serve operate at lower temperature (49° C) to serve the patient care areas.

Hot water is stored in four Lochinvar glass-lined storage tanks. Each tank has a storage capacity of 200 gallons.

Each domestic hot water boiler has a 1/4hp circulating pump to equalize temperature in the boilers and storage tanks.

The domestic heating equipment was installed in 2004.

Condition:

Building operations staff report that the domestic hot water systems are functioning well, with no major issues to report.

A typical service life for domestic boilers is about 15 to 20 years, whereas domestic hot water storage tanks is about 15 years. Budgets to replace these items are included in the report. They have been scheduled within the same year to reduce down time.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
7.1.1 Replace Domestic Hot Water Boilers - 2004 Addition	\$61,528	\$66,600	2019	15 yrs	recurring	3	Forecasted
7.1.2 Replace Domestic Hot Water Storage Tanks - 2004 Addition	\$28,069	\$30,383	2019	15 yrs	recurring	3	Forecasted

7.2 Domestic Water Piping, Valves and Pumps

Description:

The main water service to the building is located in the basement mechanical room. The building is fed domestic water from two drilled wells with water supplies entering the building. There are also two 50,000 litre underground resevoirs to store domestic water and four 50,000 litre resevoirs for fire protect water. The wells keep the domestic water and fire protection water resevoirs full. There are 25mm diameter domestic water lines from each well and a 150mm incoming fire service line from the resevoir. There are backflow preventers installed to separate the domestic water system from the fire protection systems.

A Bell & Gossit, three-stage booster pump set (total capacity of 200gpm @ 70psi) boosts the water pressure to the system.

Domestic water is distributed through the building through piping loops on each floor of the building with branches to each room. Most of the piping network is concealed within ceiling and wall cavities, but where visible in the basement level, the distribution piping was copper. We believe that the copper piping is Type 'L', though pipe identification markers could not be found on any of the exposed piping without insulation.



The incoming well water is treated by a water softener, as well as chlorine injection system before being distributed out to the system.

The system is equipped with several backflow preventer valves to separate potable water systems from non-potable systems such as boiler make-up water, laundry facilities, and chemical treatment systems.

The majority of the domestic water piping was installed in 2004.

Repair History:

Ongoing: About \$5,000 or less is spent annually on pin-hole leaks, according to building operations.

Unknown: Replaced the main header on the domestic water booster pump package with stainless steel.

Condition:

Building operations staff indicated that there have been some minor pinhole leaks over the past five years, but that to date, these have been manageable via localized repairs. The leaks have been most prominent on the domestic hot water piping mains in the basement level. Stains in the ceiling tiles were observed in these areas. No issues with water pressure were reported.

The main header on the domestic water booster pump package was replaced a few years after installation because of leakage. The original copper piping at the booster pump was replaced a few years after installation with stainless steel, and has not been a problem since.

Considering the plumbing is only 11 years old, and leaks have been ongoing for a number of years, a Plumbing Investigation is recommended to determine the cause of the leakage. Premature failure of plumbing distribution is often caused by a combination of degradation mechanisms linked to water chemistry, excessive water temperature and the distribution design itself. It is more common to have issues with well water systems, as water chemistry can be more aggressive. The study should include a review of the incoming water chemistry and existing water treatment systems, to ensure that the conditions are not negatively impacting piping service life. It should also include a design level review of the distribution systems to determine if the in-situ water velocities and water temperatures are contributing to erosion. The study would also require the collection of pipe samples in order to visually review the condition of the interior pipe walls of the plumbing. Pending a formal evaluation, we have included a placeholder budget to replace the hot water supply lines in the basement, which were reported to have the greatest number of leaks to date. This strategy may require revision following evaluation.

As the number of leaks on the residence floors has been minimal to date, full pipe riser replacement has not been included. We assume isolated pinhole leaks will be addressed as part of ongoing maintenance.

It was noted during our site visit that several of the backflow preventer valves were installed at mounting heights that no longer meet the CSA B64-10 code. The valves should be tested annually to verify proper operation, and it is possible that testers will recommend that the valves be relocated to lower level to comply with the code. We have not included any allowance for this work in our budget analysis, as the cost is expected to be below the capital threshold.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
7.2.1 Plumbing Investigation and Report - 2004 Addition	\$11,300	\$11,526	2016	N/A	One time	5	Forecasted
7.2.2 Replace Basement Hot Water Supply Header (Placeholder) - 2004 Addition	\$27,290	\$28,960	2018	15 yrs	recurring	3	Forecasted



7.3 Drainage Systems

Description:

Sanitary and storm piping observed on site is a mix of copper and cast iron. The flat roof sections of the building drain to internal rainwater leaders, with cast iron ballast guard dome and no flow control devices.

There are sanitary drainage pits serving the south area of the building, as well as elevator sump pit pumps, which discharge into the site sanitary drainage network.

Condition:

No problems with the drainage system were reported to us during our review and interview. There are some concerns with the on-site sewage treatment system and tile bed, however, further investigation is being performed on these systems outside of the scope of this report.

The condition of the buried and concealed piping cannot be evaluated visually. We recommend that drains be flushed and scoped routinely. This maximizes the service life of the piping and also helps identify repair needs. We assume this will be done as part of ongoing maintenance.

Small sanitary sump pumps are expected to be replaced, when required, with cost expected to be below the capital threshold.



8. ELECTRICAL

8.1 Electric Supply and Distribution

Description:

Electricity is supplied to the building underground via a pad-mounted transformer located exterior to the building on the west side of the site.

The main "AAA" switchgear is located in the basement in Electrical Room S-014. The switchgear is rated for 1,200A, 347/600V, three-phase, four-wire.

The building has separate Normal and Emergency Power electrical distribution systems (see "Emergency Power" for more).

Power is distributed to electrical closets in the corridors before being supplied to the suites (and other loads). There is an electrical closet on every floor and wing. Each closet has a disconnect switch rated at 100A, 347/600V which provides a disconnecting means for 600/120/208V transformers and distribution and power (receptacle) panelboards.

There is an area of the Mechanical Room E-000 where electrical panels and transformers are located. Some panels are located in the Kitchen S-015, as well as in the electrical room of the Auditorium.

There are several air-cooled step-down transformers throughout the building. These transformers step a portion of the 600V service down to 120/208V for localized low-voltage distribution. Where checked, these transformers range in size from 15 to 300kVA.

In Electrical Room S-006, there is an older 1968 vintage switchboard ("DP-2P"), which provides 200A, 120/208V, three-phase normal power to the Old House and Paramedics area.

The building has a single bulk meter for the building located on the south side of the building at the loading dock.

Where seen, the wiring is copper. This was also confirmed by the building's maintenance staff.

There are solar panels located on the rooftop above the south wing. The power generation system includes components on the south wing roof, a main panel mounted on the exterior wall of the stairwell from the south wing rooftop and in the main Electrical Room S-014. It has its own independent utility meter in the main Electrical Room S-014. The system is not tied into the building's electrical system and provides utility offered rebates on the electricity bills. The system was installed in 2013.

The building has undergone several renovations and additions since it was built in 1968. In 2004 there was an extensive renovation that replaced the majority of the electrical infrastructure, feeders and wiring. In 2014 the Auditorium was extended and extensively renovated.

Condition:

While a quick visual inspection of the solar power generation system implies that the system and its components are in good condition, evaluation of the condition of this system and its components is outside of the scope of this report.

According to the as-built drawings, the utility pad-mounted transformer is sized at 1,000kVA and steps a portion of the 27.6-kilovolt service from the grid down to 347/600V, three-phase. It appears to be in good condition and is the Utility's responsibility to maintain and replace when necessary.



No problems with the electrical distribution system's performance or service were reported by the staff and maintenance personnel that were interviewed.

Based on 12 months of peak demand information from the Electrical Utility, the peak demand at the facility is 324 kW(342 kVA). Therefore, based on the utility transformer being 1,000kVA there exists significant spare capacity on the existing electrical service.

We note that the electrical system appears to be properly grounded/bonded. However, there is a metal shed located in proximity to the generator and utility pad-mounted transformer that should be bonded to the transformer ground grid. A budget for this work is included. Alternatively, the metallic shed can be dismantled and relocated/rebuilt a minimum of 3m away from either piece of equipment.

Major electrical equipment has an average service life of 40 to 50 years or more. Given the age of the electrical equipment, we do not anticipate capital renewal within the report term. The exception to this is the electrical equipment in the basement electrical rooms S-006. Based on age, this equipment is nearing the end of its expected service life and replacement is expected in the next 10 years. A budget to replace switchboard DP-2P is included assuming the switchboard will be dismantled and replaced with a standard panel board.

We noted the following minor electrical distribution equipment/wiring deficiencies:

- storage in the vicinity of the electrical equipment should be kept at least one metre away;
- the missing cover plates on electrical junction boxes in the elevator machine room E-000-A should be replaced; and,
- extension cords were noted run along the rooftop of the Auditorium for use with heat tracing/snow melt cable on the lower roof connecting the north wing and Auditorium. This should be replaced with permanent wiring.

We assume such deficiencies will be addressed as part of routine maintenance.

We recommend that all panels and equipment be thermally scanned every few years to identify hot spots that require repair. The scans, and related repairs found to be needed (assuming minor tightening, etc.) are assumed to be an operating expense.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
8.1.1 Replace Switchboard DP-2P - 2004 Addition	\$6,498	\$6,498	2015	50 yrs	recurring	3	Forecasted
8.1.2 Bond Metal Shed - 2004 Addition	\$5,650	\$5,650	2015	N/A	One time	4	Forecasted



8.2 Other Secondary Electrical Elements

Description:

Per the 2012 version of the Ontario Electrical Safety Code 25th Edition, rooftop receptacles are required to be installed within 7.5m of any rooftop equipment. The Auditorium renovation and expansion in 2014 saw the addition of two pieces of rooftop equipment and rooftop receptacles were installed at that time. However, the Code dictates a number of criteria that such rooftop receptacles must meet. Two said criteria include that the receptacle be mounted a minimum of 750mm above the surface of the roof and that it be a 20A-120V GFCI receptacle. At present the rooftop receptacles are installed too low and are only 15A receptacles.

Also, heat tracing/snow melt cable is to be permanently installed at the Auditorium low roof connecting the Auditorium to the North Wing, and not make use of an extension cord run along the roof as, by Code, an extension cord may be used as permanent wiring.

Condition:

The receptacles should be replaced with 20A, 120V GFCI receptacles mounted a minimum of 750mm above the finished roof, comply with other requirements (ie, a cover plate suitable for wet locations whether or not a plug is inserted into the receptacle), and the wiring and breakers changed to provide 20A, 120V of power. Confirm that wiring is suitable for 20A or replace wiring as well. We assume this work can be performed at a cost below the threshold of this report.

Provide permanent wiring and control of the heat tracing/snow melt cable at the Auditorium low roof connecting the Auditorium to the North Wing.

This work is anticipated to be at a cost below the report threshold.

8.3 Lighting

Description:

Lighting systems include the following:

- Interior: Wall sconces with compact fluorescent lamps. Ceiling mounted fixtures with primarily T8 fluorescent lamps. Decorative surface mount ceiling fixtures with compact fluorescent lamps.
- Interior Auditorium: Surface mounted, t-bar recessed and pendant hung LED light fixtures. There is also a track lighting system for performances.

Lights are controlled by a variety of toggle switches, dimmer switches and occupancy sensors (Auditorium primarily). In the Auditorium there is a "nLight" Lighting Control System.

- Exterior: Wall sconces with high pressure sodium lamps and decorative light sconces and under canopy lighting. The site light standards and bollards are a combination of high pressure sodium and LED. Exterior lights installed on the Auditorium are LED. The exterior lights are controlled by a contactor in turn controlled by the BACS, ahead of the lighting panel LP-BA1.

Repair History:

The majority of lighting was installed in the 2004 renovation.
The interior and exterior Auditorium lighting was installed during the 2014 renovation.



Condition:

The fixtures, where reviewed, are in serviceable condition and the lamps are generally considered energy efficient.

Commercial-grade light fixtures can provide reasonable service for up to 30 year and beyond. Based on age, general replacement of the lighting systems is not expected within the report term, unless desired as part of an aesthetic upgrade or future energy savings initiatives.

Daytime light levels appear generally acceptable.

The interior areas of the buildings are primarily lit by fluorescent fixtures using either T12 or T8 lamps. T12 lamps are being phased out and in some areas ballasts and lamps are becoming difficult to obtain. Ideally, these lamps would be replaced with more energy efficient or readily available fixtures or lamps (T8, T5 or LED). As this is an upgrade, we understand that individual fixtures will be retrofitted or replaced, as they burn out, as part of ongoing maintenance.



9. SPECIALTY SYSTEMS

9.1 Reverse Osmosis System

Description:

There is a dedicated reverse osmosis ("RO") system that supplies purified water to the kitchen and server areas for use in some appliances and food preparation stations. The RO is generated in the basement level, and consists of a water softener, UV lights, filter, membrane filters, RO water storage tank, and expansion tank. The system varies in age between 2004 and present with some components having been added or replaced since the original installation. The softener and some of the membrane filters were installed in about 2004, with additional membrane filters added in 2012. The RO storage tank was installed in 2005. The expansion tank was replaced in 2014.

Condition:

This type of system is maintenance intensive, and prone to failure due to the nature of the equipment and aggressive qualities of the water. We have included an allowance for ongoing repairs.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
9.1.1 Ongoing Repairs for RO System - 2004 Addition	\$5,650	\$6,238	2020	5 yrs	2	3	Forecasted



Scope Of Work

Authorization

This report was prepared at the request of Susan Brant, Deputy Treasurer of County of Frontenac as a capital plan for the property, according to the signed contract dated July 10, 2015.

Mandate

The purpose of this report is to provide a general indication of the present physical condition of the building(s) with respect to easily visible portions of the structure; enclosure; site work; mechanical, electrical, and plumbing systems; interior finishes and active fire safety systems. Passive fire safety systems (e.g., fire containment and egress), furniture, and equipment, are specifically excluded from our mandate. We were to record deficiencies or conditions noted during a single visual walk-through review that, in our opinion, will likely require Capital expenditures by the Owner over the next 10 years. Capital expenditures are defined as expenditures that are expected to exceed an annual threshold of \$5,000 per building, and are not normally associated with routine maintenance.

Our opinion of costs, assume a prudent level of ongoing maintenance. It is not within our mandate to check the adequacy of existing maintenance practices, or confirm that all mandatory system tests and inspections have been completed (e.g., annual fire alarm testing). In the course of our review, we may identify some maintenance-type issues, but this should not be seen to indicate that a maintenance audit has been completed.

Our mandate was to complete a visual walk-through survey of items, components, and systems that are conspicuous, patent, and that may be observed visually during the walk-through survey without intrusion, removal of material, exploratory probing, and the use of special equipment or design calculations. Therefore, concealed physical deficiencies and design inadequacies are specifically excluded from our mandate. Our interviews of building personnel attempt to uncover known concerns at the property, but we cannot attest to the integrity or knowledge of the interviewees, nor can this process, or the scope of work in its entirety, be considered technically exhaustive or be considered to eliminate all risks related to owning this property. Only conditions actually seen during examination of representative samples can be said to have been assessed, and comments on the balance of the conditions are assumptions based upon extrapolation.

Our mandate does not include an exhaustive review of visible conditions against all code, property standards by-law, or other legislative requirements that existed at the time of construction, or that may retroactively apply, including Human Rights Code violations. We do consider the following, where applicable: window opening restrictors, daytime light levels in corridors, stairs, and garages, elevator equipment guarding, and backflow preventers. In the course of our review, our site reviewers may also identify other potential compliance concerns, but the identification of these concerns should not be seen to indicate that an exhaustive review has been completed.

Our mandate is to provide opinions of probable costs that reflect the repair strategies that we foresee and should be considered preliminary budgets only. Accurate figures can only be obtained by establishing a scope of work and receiving quotes from suitable contractors. We cannot guarantee the actual age of equipment, apparent maintenance practices, or the service lives that we have predicted. Time frames given for undertaking work represent our opinion of when to budget for the work. Failure of the item, or the optimum repair/replacement process, may vary from our estimate. There can be no assurance that this forward-looking information will prove to be accurate, as actual results and future events could differ materially from those anticipated. Accordingly, readers should not place undue reliance on forward-looking information. Typically further investigation and design will be needed to firm up construction budgets and timing for any significant projects.



In selecting repair strategies, we try to select strategies to match the client's business strategy for the building, when this is communicated to us. In many circumstances, more or less conservative repair approaches could be selected. Our opinions of costs apply only to the strategies described in our report.

Our review was intended to identify conditions resulting from past and current uses. Additional evaluation may be required if a change of use, renovations or additions are anticipated.

As per our Conditions of Assignment issued at the time of engagement, we note the following conditions related to this report:

- Our liability to the Client in Contract and Tort is limited to \$5,000,000.
- The Client has made available all relevant information or data pertinent to the Project to the Consultant. The Consultant is entitled to rely upon the accuracy and completeness of such information and data furnished by or on behalf of the Client.
- The Client expressly agrees that the individuals engaged by the Consultant, including sub-consultant engaged to perform portions of the work which are not within the Consultant's range of services, shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or any other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of the individuals in their personal capacity.

Survey Method

WSP visited the site on July 21, 2015.

WSP reviewed the building structure; building envelope; portions of the interior; the site; and the mechanical, electrical, plumbing, and active life safety systems.

Our field observers were Dylan Connors, B.A.Sc., Nathan Murphy, P.Eng. and Andrew Stevenson, P.Eng. The report was prepared by the field observers and reviewed by Paul Chisholm, P.Eng. of WSP.

The survey consisted of a visual review of samples of the following:

- the exterior walls, windows, and balconies from ground level; sample locations from roof level and balconies; and from interior areas where possible.
- the roofs.
- service areas: mechanical and electrical rooms, some electrical closets.
- common areas: corridors, dining room, activity rooms, Auditorium.
- units: S117, N122, N124, N125, N138, S220, S244, S246, S247B, S247C, N206, N248
- the perimeter site.



Information Provided

Tom Mercer, Manager of Environment Services answered our questions about the history of performance of the various systems, described existing capital plans, etc., and accompanied us during our site visit.

A questionnaire was issued to the Owner requesting information regarding known problems, past repairs, etc. The information received was reviewed, and included in the report.

The following drawings were provided:

- Partial Architectural drawings by Drever, Smith & Cromarty dated November 1966;
- Structural drawings by P.T. Mikluchim & Associates Ltd. dated November 1966;
- Architectural drawings for the Fairmount Home Addition & Renovation by Mill & Ross Architects Ltd. (Issued for Tender) dated April 2002;
- Structural drawings for the Fairmount Home Addition & Renovation by Roney Engineering Ltd. (Issued for Tender) dated March 2002;
- Mechanical drawings for the Fairmount Home Addition & Renovation by The ECE Group Ltd.
- Electrical drawings for the Fairmount Home Addition & Renovation by The ECE Group Ltd.
- Architectural Additions and Alterations drawings for the Auditorium (Issued for Tender) by J.L. Richards dated October 2013;
- Structural Additions and Alterations drawings for the Auditorium (Issued for Tender) by J.L. Richards dated October 2013;
- Mechanical Additions and Alterations drawings (Issued for Tender) by J.L. Richards dated October 2013;
- Electrical Additions and Alterations drawings (Issued for Tender) by J.L. Richards dated October 2013;

The following service contractors were contacted:

- Siemens (Fire Safety Systems)
- ES Fox (HVAC equipment)



Dylan Conners, B.A.Sc.
Site Reviewer, Report Author & Project Manager



Nathan Murphy, P.Eng.
Site Reviewer & Report Author



Andrew Stevenson, P.Eng.
Site Reviewer & Report Author



Paul Chisholm, P.Eng.
Report Reviewer & Technical Lead



Chris Carker, B.Eng.
Project Principal



Limitations

WSP Canada Inc. is the "Consultant" referenced throughout this document.

The scope of our work and related responsibilities related to our work are defined in our project authorization ("Conditions of Assignment").

Any user accepts that decisions made or actions taken based upon interpretation of our work are the responsibility of only the parties directly involved in the decisions or actions.

Any use which a third party makes of this work, or any reliance on or decisions made based on it, are the responsibility of such third parties. Any third party user of this report specifically denies any right to any claims, whether in contract, tort and/or any other cause of action in law, against the Consultant (including Sub-Consultants, their officers, agents and employees). The work reflects the Consultant's best judgement in light of the information reviewed by them at the time of preparation. It is not a certification of compliance with past or present regulations. Unless otherwise agreed in writing by the Consultant, it shall not be used to express or imply warranty as to the fitness of the property for a particular purpose. No portion of this report may be used as a separate entity; it is written to be read in its entirety.

Only the specific information identified has been reviewed. No physical or destructive testing and no design calculations have been performed unless specifically recorded. Conditions existing but not recorded were not apparent given the level of study undertaken. Only conditions actually seen during examination of representative samples can be said to have been appraised and comments on the balance of the conditions are assumptions based upon extrapolation. Therefore, this work does not eliminate uncertainty regarding the potential for existing or future costs, hazards or losses in connection with a property. We can perform further investigation on items of concern if so required.

The Consultant is not responsible for, or obligated to identify, mistakes or insufficiencies in the information obtained from the various sources, or to verify the accuracy of the information.

No statements by the Consultant are given as or shall be interpreted as opinions for legal, environmental or health findings. The Consultant is not investigating or providing advice about pollutants, contaminants or hazardous materials.

The Client and other users of this report expressly deny any right to any claim against the Consultant, including claims arising from personal injury related to pollutants, contaminants or hazardous materials, including but not limited to asbestos, mould, mildew or other fungus.

Applicable codes and design standards may have undergone revision since the subject property was designed and constructed. As an example, design loads (such as those for temperature, snow, wind, rain, seismic etc) and the specific methods of calculating the capacity of the systems to resist these loads may have changed significantly. Unless specifically included in our scope, no calculations or evaluations have been completed to verify compliance with current building codes and design standards.

Budget figures are our opinion of a probable current dollar value of the work and are provided for approximate budget purposes only. Accurate figures can only be obtained by establishing a scope of work and receiving quotes from suitable contractors.

Time frames given for undertaking work represent our opinion of when to budget for the work. Failure of the item, or the optimum repair/replacement process, may vary from our estimate.



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PHOTOS



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Photo No. 1: Fairmount Home street view



Photo No. 2: Concrete-topped steel deck ground floor structure at 1968 wing



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Photo No. 3: Steel roof structure at 2004 addition



Photo No. 4: Precast ground floor structure at 2004 addition





Photo No. 5: Sloped concrete roof structure at Auditorium



Photo No. 6: Balcony on west elevation of west wing

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Photo No. 7: South elevation of 1968 wing



Photo No. 8: West elevation of east wing



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Photo No. 9: East elevation of east wing



Photo No. 10: Auditorium south elevation



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Photo No. 11: Second floor corridor window



Photo No. 12: 1968 stairwell windows



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Photo No. 13: Stairwell S2 guard



Photo No. 14: Main entrance doors



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Photo No. 15: Main roof level above west wing



Photo No. 16: Auditorium roof



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Photo No. 17: Centrally-located sloped roofing



Photo No. 18: Asphalt-shingled mansards



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Photo No. 19: Fire alarm control panel



Photo No. 20: Typical heat detector



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Photo No. 21: Fire alarm pull station



Photo No. 22: Typical fire alarm bell

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Photo No. 23: Fire pump



Photo No. 24: Generator and pad-mounted transformer



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Photo No. 25: Emergency power 347/600V main distribution panel and automatic transfer switch



Photo No. 26: Emergency power transformer and panels



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Photo No. 27: Emergency lighting wallpack



Photo No. 28: Typical suite

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Photo No. 29: Typical washroom



Photo No. 30: Activity room



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Photo No. 31: Basement corridor



Photo No. 32: Ground level corridor



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Photo No. 33: 1968 stairwell

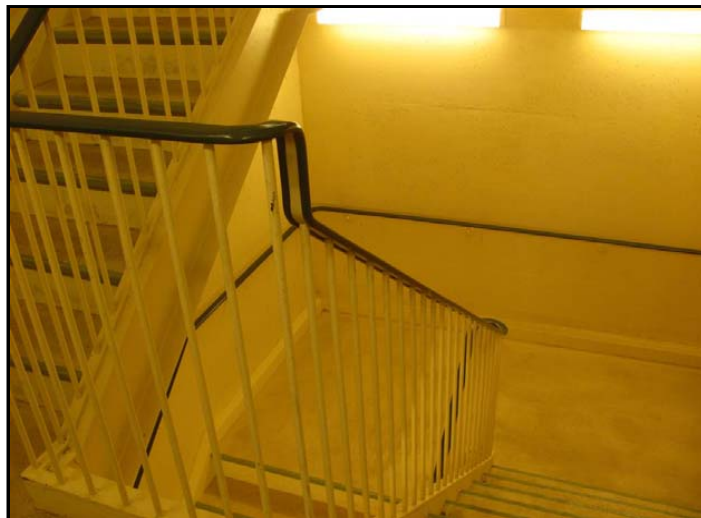


Photo No. 34: 2004 stairwell



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Photo No. 35: Auditorium



Photo No. 36: Auditorium vestibule



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Photo No. 37: Paramedics conference room



Photo No. 38: Kitchen



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Photo No. 39: Courtyard



Photo No. 40: Parking east of driveway circle



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Photo No. 41: Staff parking



Photo No. 42: Heating boilers



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Photo No. 43: Steam boilers



Photo No. 44: Heating distribution pumps



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Photo No. 45: Kitchen MAU and EF



Photo No. 46: Dishwasher exhaust fans



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Photo No. 47: Typical RTU - Patient Care



Photo No. 48: Domestic hot water boilers and storage tanks



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Photo No. 49: Incoming well water



Photo No. 50: Domestic booster pump

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Photo No. 51: Main switchgear unit



Photo No. 52: Solar panels



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Photo No. 53: Motor starters



Photo No. 54: Normal power suspended transformers



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Photo No. 55: Typical normal power electrical closet



Photo No. 56: Old Switchgear serving Paramedics and Old House



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Photo No. 57: Rooftop receptacle at Auditorium



Photo No. 58: Ground level reception area lighting



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Photo No. 59: Dining room lighting



Photo No. 60: Auditorium corridor lighting



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Photo No. 61: Paramedic office space lighting



Photo No. 62: Exterior LED lighting at Auditorium



Fairmount Home - 2069 Battersea Road, Glenburnie

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Photo No. 63: Exterior wall-mounted light

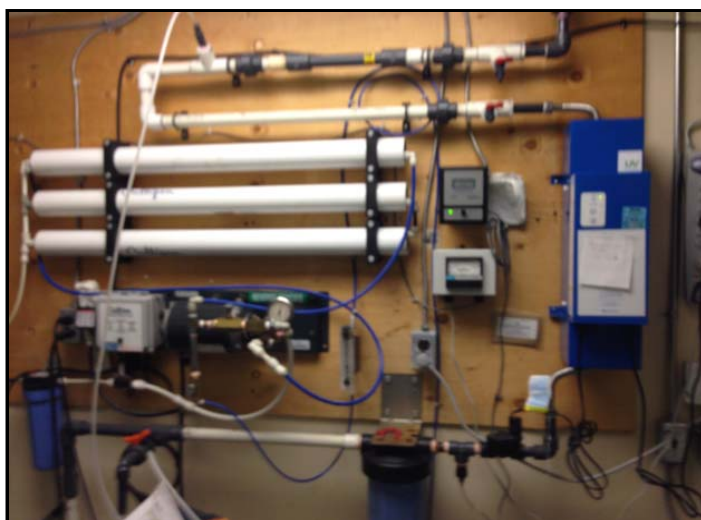


Photo No. 64: RO system



Appendix A – Expenditure Table with Grading Scale



Fairmount Home, 2069 Battersea Road, Glenburnie, Ontario, Canada										Overall Rating: B		★★★★	Projected Expenditures						
Item	Description	Letter Grade	Rating	Class	Status	Present Cost	First Occur.	Cycle	No. Occur.	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
1	STRUCTURE																		
1.2.1	Investigate and Repair Balcony Drainage - 2004 Addition	C	★★★	3	Forecasted	\$7,620	2015	99	1	\$7,620									
2	BUILDING ENVELOPE																		
2.1.1	Repaint Mansard Shingles - 1968 Wing	A	★★★★★	3	Forecasted	\$28,849	2024	20											\$34,477
2.2.1	Replace Stairwell S2 Windows - 1968 Wing	B	★★★★	3	Forecasted	\$28,956	2018	40					\$30,728						
2.3.1	Replace Main Entrance and Courtyard Doors - 2004 Addition	A	★★★★★	3	Forecasted	\$7,797	2024	20											\$9,318
2.4.1	Replace Flat Roofing - 1968 Wing/2004 Addition/Auditorium Link	A	★★★★★	3	Forecasted	\$581,796	2024	20											\$695,300
3	FIRE SAFETY																		
3.1.1	Replace Fire Alarm Panel	B	★★★★	3	Forecasted	\$28,750	2018	20					\$30,510						
3.1.2	Replace Field Devices	A	★★★★★	3	Forecasted	\$56,500	2023	20	1									\$66,199	
3.3.1	Replace Generator to Meet CSA and TSSA Standards	D	★★	4	Forecasted	\$200,010	2015	30		\$200,010									
3.3.2	Upgrade Emergency Distribution System - Includes Additional ATS	N/A	N/A	5	Forecasted	\$61,020	2015	99	1	\$61,020									
4	FINISHES, FURNITURE AND EQUIPMENT																		
4.1.1	Replace Suite Vinyl Flooring at Slab-on-grade - 2004 Addition	C	★★★	3	Forecasted	\$98,346	2018	15					\$104,366						
4.1.2	Replace Vinyl Tiles in Basement - 1968 Wing/2004 Addition	B	★★★★	3	Forecasted	\$7,831	2019	15						\$8,477					
4.1.3	Replace Carpet Flooring - (20%) Per Occurrence	A	★★★★★	3	Forecasted	\$22,001	2020	1	5						\$24,291	\$24,777	\$25,272	\$25,778	\$26,293
4.1.4	Replace Remaining Vinyl Sheet Flooring - 1968 Wing/2004 Addition	A	★★★★★	3	Forecasted	\$73,760	2021	1	4							\$83,066	\$84,727	\$86,422	\$88,150
5	SITE																		
5.1.1	Replace Fencing and Pergola - Site	B	★★★★	3	Forecasted	\$20,534	2021	15								\$23,125			
5.2.1	Replace Concrete Sidewalk South of 1968 Wing - Site	D	★★	3	Forecasted	\$5,302	2016	20			\$5,408								
5.2.2	Repave Driveway Circle - Site	B	★★★★	3	Forecasted	\$92,127	2024	20											\$110,100
5.2.3	Replace Admin and Visitor Parking - Site	B	★★★★	3	Forecasted	\$75,855	2020	20							\$83,750				
6	HVAC																		
6.1.1	Replace Heating Boilers - 2004 Addition	B	★★★★	3	Forecasted	\$85,202	2019	15						\$92,225					
6.2.1	Replace Make-up Air Unit - 2004 Addition	A	★★★★★	3	Forecasted	\$40,284	2020	20							\$44,477				
6.3.1	Replace RTU-1 to RTU-4 - 2004 Addition	A	★★★★★	3	Forecasted	\$65,540	2020	1	4						\$72,361	\$73,809	\$75,285	\$76,791	
6.3.2	Replace RTU-5 - 2004 Addition	A	★★★★★	3	Forecasted	\$27,120	2024	20											\$32,411
6.5.1	Upgrade BAS - 2004 Addition	B	★★★★	3	Forecasted	\$71,949	2018	10					\$76,353						
6.6.1	Overhall Steam Boilers - 2004 Addition	B	★★★★	3	Forecasted	\$16,950	2019							\$18,347					
6.9.1	Replace Hydronic Pumps - 2004 Addition	A	★★★★★	3	Forecasted	\$15,594	2022										\$17,913		
7	PLUMBING																		
7.1.1	Replace Domestic Hot Water Boilers - 2004 Addition	B	★★★★	3	Forecasted	\$61,528	2019	15						\$66,600					
7.1.2	Replace Domestic Hot Water Storage Tanks - 2004 Addition	B	★★★★	3	Forecasted	\$28,069	2019	15						\$30,383					
7.2.1	Plumbing Investigation and Report - 2004 Addition	C	★★★	5	Forecasted	\$11,300	2016	99	1		\$11,526								
7.2.2	Replace Basement Hot Water Supply Header (Placeholder) - 2004 Addition	B	★★★★	3	Forecasted	\$27,290	2018	15					\$28,960						
8	ELECTRICAL																		
8.1.1	Replace Switchboard DP-2P - 2004 Addition	C	★★★	3	Forecasted	\$6,498	2015	50		\$6,498									
8.1.2	Bond Metal Shed - 2004 Addition	D	★★	4	Forecasted	\$5,650	2015	99	1	\$5,650									
9	SPECIALTY SYSTEMS																		
9.1.1	Ongoing Repairs for RO System - 2004 Addition	C	★★★	3	Forecasted	\$5,650	2020	5	2						\$6,238				
Total Projected Expenditures										\$280,798	\$16,934	\$0	\$270,917	\$216,032	\$231,117	\$204,776	\$203,197	\$255,189	\$996,050





FINAL PROPERTY CONDITION ASSESSMENT FOR

Old House

2069 Battersea Road
Glenburnie, Ontario

September 9, 2015

Prepared For:

County of Frontenac

2069 Battersea Road
Glenburnie, ON K0H 1S0
Contact: Susan Brant, Deputy Treasurer

Prepared By:

WSP Canada Inc.

210 Gladstone Avenue
Suite 4001
Contact: Dylan Conners, B.A.Sc.

Project Number: 151-06149-00



General Description

The "Old House" is the former country home of Colonel Fair located at 2069 Battersea Road in Glenburnie, Ontario. The building is part of the larger Fairmount complex that includes the "Fairmount Home", "Garage and Out Buildings": a long term care home, equipment garage and storage building, respectively. The home was converted into an office building in about 1968, when the "Fairmount Home" long term care home was constructed. The Old House is connected to the east end of the south wing of the Fairmount Home via a link structure constructed in 1968.

The structure includes a wood-framed superstructure on a combination of concrete and stone foundations.

The exterior walls are clad with an Exterior Insulation Finishing System. Windows are primarily punched, vinyl-framed with double-glazed vision glass. The building is covered by a combination of flat and sloped roofing assemblies.

The building is connected to the Fairmount Home's central fire alarm system. Suppression includes a standpipe system with a wet sprinkler system for the basement. Emergency power is provided by a propane gas-fired generator.

Heating is provided by hydronic radiators fed from the Fairmount Home's central heating plant.

Domestic hot water is provided via plumbing from the Fairmount Home's domestic hot water plant.

The Old House is believed to have been constructed in about 1900. However, the actual construction date is unknown.



General Conditions

HISTORY OF MAJOR REPAIRS

The building is believed to be over 100 years old. According to building staff, the following major repairs/replacements have been completed over the past few years:

- Replaced the strip windows at the link (2011)
- Replaced the reception area finishes (2011)
- Installed EIFS cladding (2010)
- Replaced asphalt shingle roofs (2010)
- Replaced two basement windows (2010)

STATUTORY COMPLIANCE OR IMMEDIATE LIFE SAFETY ISSUES

No immediate life safety or statutory compliance issues are identified.

DEFERRED MAINTENANCE

We noted no evidence of significant deferred maintenance.

NORMAL/LIFE CYCLE RENEWAL

A number of components/systems will reach the end of a normal service life within the term of this report. The following expenditure table includes budgets for those systems that are likely to require renewal or capital repair.

No part of this report should be read in isolation. It is intended to be read only in its entirety including the Scope of Work and Limitations.



Capital Expenditures

The following table summarizes our opinion of reasonable budgets for the Capital expenditures identified in this report. Capital expenditures are defined as those that exceed an annual threshold of \$5,000 per building, and are not carried out as part of repetitive maintenance programs.

The budgets assume a prudent level of ongoing maintenance. Dollars shown are inflated, and include contingencies (typically 5 to 15%) and allowances for design/project management (5 to 15%), where relevant. Budgets include HST (13%).

Capital projects are classified as follows:

- 1 = Life Safety/Immediate Items
- 2 = Deferred Maintenance
- 3 = Normal/Life Cycle Renewal
- 4 = Mandatory Statutory Compliance
- 5 = Upgrades/Discretionary Items



Budget Table

Annual Inflated Budgets												
Project Description	CL	ST	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Replace Wood-framed Windows	3	F						\$25,967				
Replace Vinyl-framed Windows	3	F								\$48,027		
Replace Flat Roofing	3	F										\$44,193
Replace Carpet Flooring	3	F						\$69,991				
Replace HVAC System Serving Second Floor	3	F						\$9,326				
Replace Building Automation System	3	F						\$15,065				
Total:			\$0	\$0	\$0	\$0	\$0	\$120,349	\$0	\$48,027	\$0	\$44,193
\$/unit			\$0	\$0	\$0	\$0	\$0	\$10,941	\$0	\$4,366	\$0	\$4,018
\$/ft²			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17.72	\$0.00	\$7.07	\$0.00	\$6.51

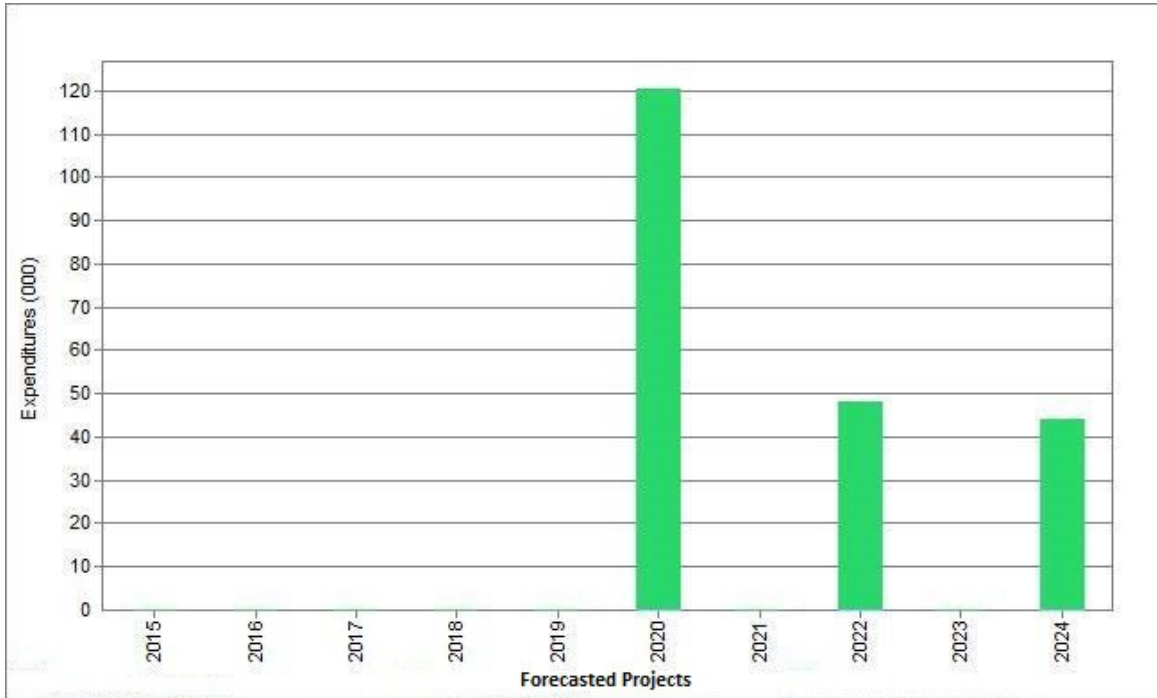
Legend:

ST - Project status (F - Forecasted)

CL - Project classification (1 - 5)



Total Annual Expenditures



Notes:

- Inflation Rate for Expenditures = 2%

Budget Summary Table

Summary from 2015 to 2024		
	Uninflated	Inflated
Total For 10-Year Reporting Period	\$187,793	\$212,569
Forecasted Projects Total	\$187,793	\$212,569
Total Per Unit	\$17,072.09	\$19,324.45
Total Per ft²	\$27.65	\$31.30
Average Annual Budget	\$18,779	\$21,257
Average Annual Budget Per Unit	\$1,707.18	\$1,932.45
Average Annual Budget Per ft²	\$2.76	\$3.13
Total Number Of Units: 11	Total Area: 6,792 ft²	
Average Area Per Unit: 617 ft²	Inflation Rate: 2%	



1. STRUCTURE

1.1 Structural Frame

Description:

Structural drawings were not available for the Old House.

The superstructure is wood-framed with wood floor joists on wood beams supported by wall structures (likely wood-framed interior walls and masonry exterior walls, based on the original Fairmount Home Architectural drawings). The roof structure consists of sloped rafters laterally supported by the attic floor. There are cast-in-place concrete and steel columns supporting ground level beams in the basement. The foundation walls below the easternmost rooms are a combination of stone/rubble, masonry and concrete block, while the remaining foundation walls are cast-in-place concrete. The exposed portions of the foundation walls are covered by a decorative river stone finish. The footing structure is unknown.

According to the original Fairmount Home structural drawings, the link structure includes cast-in-place reinforced concrete slabs on steel beams and columns supported by cast-in-place concrete foundation walls and footings.

Condition:

We noted no evidence of obvious structural distress in the areas reviewed. The interior portions of the structure are generally protected from weather and are not expected to require major repair within the timeframe of this report.

There is evidence of previous leakage (water staining) through the rubble foundation walls in the basement. The area was dry at the time of review and the Lead Hand indicated that there has not been any active leakage for over 10 years. There is also efflorescence and peeling paint on several of the concrete foundation walls and base of concrete columns in the basement. Given the age of construction, modern damp-proofing and foundation drainage systems are likely not present. Based on the reported lack of issues, we have not included for leakage repairs or foundation waterproofing and drainage layer installation in the report term.



2. BUILDING ENVELOPE

2.1 Walls

Description:

The exterior walls are primarily clad with a exterior insulation finishing system ("EIFS") over a pre-existing stucco cladding system on masonry back-up walls. The EIFS was installed in about 2010, according to the Manger of Environmental Services ("MES"). Architectural drawings were not available for review.

The dormers at the attic level are clad with an unidentified siding, possibly pre-painted metal or vinyl.

Where seen at the attic level, the exterior walls have cork insulation. Additional insulation may be installed at the occupied floors, but this could not be confirmed.

The link connecting the Old House to the Fairmount Home is clad with vinyl siding on a hollow tile back-up wall, according to the original Fairmount Architectural drawings. The vinyl siding is believed to have been installed in 2004 with the Fairmount Home renovations.

Window and door perimeters are sealed with caulking.

Condition:

The MES indicated that there are no current reports of leakage through the exterior walls. We noted no major deficiencies as part of our review.

Considering the age of the cladding systems, we do not expect major repairs will be required during the report term.

Sealant joints are in good condition where reviewed. Based on visual review, it is likely that the sealants were included with EIFS installation. Based on condition, and the limited quantity of sealants in general, we expect that sealant repairs will be addressed on an as-needed basis as part of normal maintenance.



2.2 Windows

Description:

Windows generally consist of a combination of fixed, casement and single-hung windows with double-glazed insulating glass units ("IGUs") all in vinyl frames. While most IGU spacers reviewed did not have a date-stamp, the windows are believed to have been installed in about 2000 if not later, according to the Lead Hand.

Windows in the "Bud Clayton Memorial" room consist of single-glazed, single-hung windows in aluminum-clad wood frames. The age of these windows is unknown, but may date to 1968, at the time of the Fairmount Home construction. There are fixed, semi-circular IGUs in wood frames above these windows. Based on the date-stamps in the IGU spacers, these windows were manufactured in 1989.

There are aluminum-framed strip windows on the north and south elevations of the link corridor with fixed IGUs. The units closest to the Fairmount Home consist of a fixed unit over vertical sliders. Based on the date-stamps, the windows in the reception were manufactured in 2011. According to the Lead Hand, the upper link windows were installed a couple of years afterward.

There are aluminum-framed, commercial storefront windows with IGUs at the ground level of the link by the reception area. Based on the date-stamps in the IGUs, the windows were manufactured in 2003.

Repair History:

2010: Replaced two previously leaking windows in the basement.

2011: Replaced windows at the link structure.

Condition:

The MES reported no current leaks through the windows and we noted signs of active leakage in the areas reviewed. There is evidence of previous leakage at two basement windows and one attic window, which have since been replaced with no reports of leakage since.

We noted one failed IGU in a semi-circular windows in the Bud Clayton room with an oozing butyl seal. No other IGU failures were observed.

Based on condition, replacement of the semi-circular windows is expected during the report term. As the single-hung windows below these are likely of similar age or older, a budget is included to replace these windows.

Vinyl-framed windows have a service life of about 25 years, depending on quality. As the windows will approach this age towards the end of the report term, a budget to replace these windows is included in the report. The budget excludes the two windows in the basement that have already been replaced.

Based on age, we do not expect replacement of the link windows will be required.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
2.2.1 Replace Wood-framed Windows	\$23,519	\$25,967	2020	20 yrs	recurring	3	Forecasted
2.2.2 Replace Vinyl-framed Windows	\$41,810	\$48,027	2022	20 yrs	recurring	3	Forecasted



2.3 Exterior Doors

Description:

Exterior doors include the following:

- Reception entrance: a set of glazed aluminum commercial entrance doors with power door openers set in a vestibule configuration.
- North and south entrance doors: painted metal residential-style doors with glazed window lites.
- Other: painted wood doors.

The reception entrance doors were manufactured in 2003, according to the IGU date-stamps. The north and south entrance doors are believed to be of a similar vintage to the vinyl-framed windows (circa 2000) based on the appearance of the perimeter window lites.

Condition:

We noted no major problems with the doors that we checked and the MES reported no concerns.

Residential-style doors have a typical service life of about 20 years. However, considering that most traffic is through the reception entrance, it is expected that the residential-style doors can be maintained during the report term. Should replacement be desired as part of an aesthetic upgrade, the costs are not expected to exceed the report threshold.

Based on a 30 year service life for commercial entrance doors, replacement of the reception entrance doors is not expected during the report term.

There is peeling paint on the exterior wood doors. Repainting, as part of normal maintenance, is recommended to extend the life of the doors.



2.4 Flat Roofing

Description:

There are three flat roof levels with conventionally-applied modified bitumen membranes that appear to include two plies. The roof deck material could not be confirmed, but is likely wood. The type and amount of insulation, if any, could not be determined as architectural drawings were not available.

There is a flat portion of roofing at the west covered by an EPDM membrane.

The roofs over the north and south entrances are copper roof with soldered seams.

The terrace roof to the east side of the building has decorative metal guards at portions of the roof edge. There are two acrylic dome skylights on this roof.

Drainage is provided by a combination of scuppers, downspouts and internal roof drains. Heat tracing cables, to allow for drainage in winter, are provided at several roof levels.

According to the MES, the roofing is believed to have been installed in about 2004 when the Fairmount Home renovations took place.

Condition:

According to the MES, there are no current reports of leakage through the flat roofs.

The roofing membrane conditions appear to be in keeping with their ages (about 11 years old), as seen from the Fairmount Home roof. Physical access was limited to the terrace roof. We noted the following:

- localized degranulation on all roof levels;
- ponding water on the link roof;
- a small fish-mouth is visible at the edge of the EPDM roof and the edge flashing was bent upwards, likely due to membrane shrinkage; and,
- evidence of ponding water (stains) on the perimeter metal flashing on the terrace roof.

Otherwise, no obvious blisters or visible tears were noted.

A typical conventionally-applied modified bitumen roofing assembly has an expected service life about 20 years. Based on age, a budget to eventually replace these roofs is included in the report. The budget includes for replacement of the skylights. Replacement of the EPDM roofing is expected to be carried out in conjunction with replacement of the sloped asphalt shingle roofs.

The copper roof appeared to be in fair condition, and replacement is not expected within the report timeframe.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
2.4.1 Replace Flat Roofing	\$36,979	\$44,193	2024	20 yrs	recurring	3	Forecasted



2.5 Sloped Roofing**Description:**

The majority of the building is covered by sloped asphalt shingle roofs. The roofs drain into metal eaves troughs and downspouts that discharge on grade. The roofs do not appear to be ventilated.

According to the Lead Hand, the shingles are believed to have been installed in about 2010 when the exterior cladding was installed.

Condition:

The MES indicated that there have been no reports of leaks through the sloped roof and we noted no signs of leakage where observed at the attic hatch. We noted some older signs of leakage on the walls of the attic level, but this reportedly predates the last replacement of the asphalt shingles.

We noted from the Fairmount Home roof that the shingles are starting to degranulate where water runs off the dormers, but curling, shrinkage and other deterioration mechanisms were not observed.

A typical service life for asphalt shingles is anywhere between 15 and 20 years. Based on age, we expect that replacement will not be required within the report term. Repairs to address localized areas of leakage, such as at valleys, can be performed as part of maintenance.



3. FIRE SAFETY

3.1 Detection/Alarm

Description:

The building is connected to the two-stage fire alarm system in the Fairmount Home. The control panel is located in the Auditorium vestibule. A remote annunciator is located in the entrance vestibule of the Old House.

The fire alarm system monitors smoke and heat detectors located throughout the building, supervised valves in the suppression systems, and manual pull stations at required exits. Signalling devices (bells) are located throughout the building.

Condition:

Please refer to the Fairmount Home report for conditions related to the fire alarm system.

3.2 Suppression

Description:

The building has a wet pipe sprinkler system on the basement level. The main sprinkler valves are located in the Fairmount Home. There are standpipe hose cabinets and portable fire extinguishers located throughout the space. The Old House sprinkler system has a dedicated 100mm feed from the main system complete with flow switch and supervised valve.

The suppression systems were installed in 2004.

Condition:

Based on the age of the system and absence of major problems reported to us, no capital expenditures are expected. Repairs to some individual components should be expected (e.g., hoses, valves, piping, sprinkler heads, etc.). We assume this work, as well as other minor repairs identified by annual testing, will be managed as a maintenance expense.



3.3 Emergency Power

Description:

Emergency power is provided by a propane gas-fired 45kW (56 kVA), 120/208V, three-phase generator. The generator was manufactured by Generac Power Systems (m/n: 44112560100). It is located outside behind the link and provides power through an automatic transfer switch to the Old House building services. The generator is not strictly for back-up of life safety systems, as individual emergency lights and the fire alarm system have their own independent back-up batteries, but allows for continued building operation during a power outage. The nameplate data indicates that the generator was manufactured in 2004.

The transfer switch is rated for 200A, 120/208V, and is located in the basement. It was installed with the generator in 2004.

The fuel storage tank is located adjacent the retaining wall to the septic field. The propane tank has a storage capacity of 1,000 gallons (USWG).

Emergency Lighting is provided by standard light fixtures powered primarily by wall mounted battery packs in the electrical room. Exit signs are primarily LED signs that read "Exit" in red.

Condition:

The generator is under a full service contract, and is exercised and tested by Crintech Ltd., a third party maintenance contractor.

There is no run-time counter, therefore, we could not confirm the number of hours the unit had logged to date.

The generator is expected to provide about 25 to 30 years of reasonable service. As it is currently 11 years old, we do not expect replacement will be required during the report term. No capital budget is included. We expect periodic repairs will be carried out as part of normal maintenance.



4. FINISHES, FURNITURE AND EQUIPMENT

4.1 Common Areas

Description:

Interior finishes and fixtures comprise the following:

Reception: Vinyl sheet flooring, painted drywall walls, and suspended acoustic tile ceiling.

Link corridors: Vinyl sheet flooring, painted drywall walls, and suspended acoustic tile ceilings.

Offices: Carpet floors, painted plaster walls, and a combination of painted plaster, stipple and acoustic tile ceilings.

Living room, sitting room, waiting hall, etc.: carpet floors, painted plaster walls, and painted plaster ceilings.

Washrooms: Vinyl sheet floor, painted plaster walls, and painted drywall ceilings. Fixtures include porcelain sinks and tank toilets.

Kitchen: Vinyl sheet floor, painted drywall walls and painted drywall ceilings. Millwork includes wood cupboards with laminate countertops. Fixtures include a stainless steel sink.

Interior doors generally consist of solid wood with knob hardware.

Repair History:

2012: Replaced washroom toilets, according to Lead Hand.

2011: Replaced the reception area finishes, according to the MES.

2005 (approx.): Replaced carpet floors, according to Lead Hand.

2002 (approx.): Replaced washroom floors, according to Lead Hand.

Condition:

The age of the interior finishes and fixtures varies throughout, but generally they are in serviceable condition. We did not note excessive wear and tear in the areas reviewed.

The majority of the flooring is carpeted, and the office areas reviewed appear to be of similar vintage (about 10 years old, according to Lead Hand). Carpet flooring has a typical useful life of about 15 to 20 years. Based on age, we have included a budget to replace the carpet flooring within the report term.

Millwork and interior fixtures can provide reasonable service for up to 30 years without requiring replacement. Full replacement is usually dictated by other factors, like aesthetics, and tends to be included as part of larger renovation projects. We expect that millwork and interior fixtures can be maintained for the duration of the report as part of normal maintenance assuming no large scale renovations are expected within the next 10 years.

Interior painting is expected to be carried out on an as-needed basis as part of normal maintenance or as part of other renovation projects.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
4.1.1 Replace Carpet Flooring	\$63,393	\$69,991	2020	25 yrs	recurring	3	Forecasted



5. SITE

5.1 Site Features

Description:

Site features are included in the Fairmount Home report. Please refer to that report for further details.



6. HVAC

6.1 General HVAC

Description:

The HVAC system for the Old House consists of several independent, stand-alone systems. The HVAC systems are intended to provide cooling only, with heating provided via hot water radiators (See "Central Heating Plant" section of report).

The ground floor is served by an indoor Unico brand electric fan coil (m/n: M4860BL1/M4860CL1-E) with high velocity ductwork and a 5 ton cooling coil. There is a York split condensing unit (m/n: YCJF60S41S2A) located outside. The refrigeration system utilizes refrigerant R410A. This unit was manufactured in 2014 based on the data plate.

The second floor is served by an indoor Goodman brand electric fan coil with rigid ductwork. Access to the outdoor condensing unit was not possible, however it appears to be approximately 2 tons in capacity. Based on the data plate on the indoor unit, the refrigeration system utilizes refrigerant R22 and was manufactured in 1998.

There were two other small condensing units located adjacent to the original front entry to the building, and at the rear which appeared to be associated with a ductless split air conditioners. According to building operations staff, the units are no longer in service.

Condition:

Based on age and apparent condition, we do not anticipate major repairs or replacement of the ground floor HVAC system during the term of this report.

The second floor cooling unit is R-22 refrigerant-based, which is currently no longer produced under various international protocols and agreements. Current equipment continues to be maintained using existing stocks of the refrigerant. We have assumed that this will remain possible, and that replacement parts will remain available, for about 4 or 5 more years. As such, we have included for replacement at that time.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
6.1.1 Replace HVAC System Serving Second Floor	\$8,447	\$9,326	2020	15 yrs	recurring	3	Forecasted



6.2 Central Heating Plant

Description:

The Old House is heated via perimeter hydronic radiators that are fed from the Fairmount Home central heating plant (see Fairmount Home report for more details). Hot water heating mains (65mm supply/return) enter the building in the basement.

It is believed the radiators and distribution piping were installed in 1968.

Condition:

No issues with the hydronic heating system were reported by the MES. Based on the lack of concerns, we expect the hydronic heating system specific to the Old House can be maintained on an as-needed basis as part of normal maintenance.

6.3 Control System

Description:

Individual room temperature control (in heating) for radiator heaters is achieved via a mix of pneumatic thermostats and thermostatic radiator valves. The pneumatic control system consists of a compressor located in the basement and a copper tubing distribution network extending to each thermostat and radiator control valve.

Condition:

The existing pneumatic system is functional and, according to building operations staff, is adequate for current use. However, as more buildings upgrade to direct digital control ("DDC") automation systems, replacement parts may become increasingly difficult to obtain. A budget allowance has been included to replace the existing pneumatic system with a digital control system, including electric actuation.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
6.3.1 Replace Building Automation System	\$13,645	\$15,065	2020	20 yrs	recurring	3	Forecasted



7. PLUMBING

7.1 Domestic Water Piping, Valves and Pumps

Description:

The main water services to the building are fed from the Fairmount Home. According to the drawings, the building is fed with a 40mm domestic cold water, 25mm domestic hot water, and 20mm domestic hot water return main.

Domestic hot water is generated in the domestic hot water heating plant in the Fairmount Home building, and piped to the Old House through the basement corridor. Please refer to the Fairmount Home report for more on the domestic hot water heating equipment.

Condition:

It is estimated that piping in the Old House varies in age between the 1968 renovation and present day. A good portion of the older piping is covered in insulation that contains asbestos based on the labels observed.

No problems with flow, water pressure or pin-hole leaks were reported. We assume any isolated leaks will continue to be addressed as part of ongoing maintenance. We have not included for costs for abatement of the asbestos pipe insulation.

7.2 Drainage Systems

Description:

Drainage systems are comprised of a mix of cast iron, copper and PVC DWV piping for the sanitary piping network. The system discharges to the site tile bed on the south side of the property.

Condition:

No problems with the drainage system were reported to us during our review and interview.

The condition of the buried and concealed piping cannot be evaluated visually. We recommend that drains be flushed and scoped routinely. This maximizes the service life of the piping and also helps identify repair needs. We assume this will be done as part of ongoing maintenance.



8. ELECTRICAL

8.1 Electric Supply and Distribution

Description:

Electricity is supplied to the Old House building via an old Square D Switchboard DP-2P located in the basement electrical room S-006 in Fairmount Home.

The main disconnect switch is located in the basement of Old House. The incoming service is rated at 200A, 120/208V, three-phase, four-wire.

Power is distributed to electrical panels and the splitter in the basement of Old House with branch conduit & wiring distributed through the basement and then up to the occupied areas of the building.

The building is subfed from the Fairmount Home and does not have it's own metering.

Where seen, the wiring is copper.

The Old House is the only building in at this location with lightning protection rods, interconnecting wiring, down conductors and ground rods/plates.

Repair History:

The Old House was originally built in the early 1900's and has experienced a number of renovations and updates to its electrical system. Older knob and tube wiring was removed and disconnected and abandoned (in the case of the attic service space) and replaced with new electrical distribution equipment in the basement and copper wiring throughout the building.

Condition:

No problems with performance or service were reported by the staff and maintenance personnel that were interviewed.

We noted that the electrical system appears to be properly grounded/bonded and that the building is provided power from the Fairmount Home Building. From a cursory visual inspection the lightning protection system on the building appears to be in fair to good condition and no capital expense is anticipated within the report term.

Major electrical equipment has an average service life of 40 to 50 years or more. Given the age of the electrical equipment, we do not anticipate capital renewal within the report term.

We noted the following minor electrical distribution equipment/wiring deficiencies:

- storage in the vicinity of the main electrical equipment should be kept at least one metre away; and,
- extension cords and some full power bars were noted in the office spaces. These should be replaced with permanent wiring and receptacles.

We assume such deficiencies will be addressed as part of routine maintenance.

We recommend that all panels and equipment be thermally scanned every few years to identify hot spots that require repair. The scans, and related repairs found to be needed (assuming minor tightening, etc.) are assumed to be an operating expense.



8.2 Lighting

Description:

Lighting systems include the following:

- Interior: Wall sconces with compact fluorescent lamps. Ceiling mounted fixtures with primarily T8 fluorescent lamps. Decorative surface mount ceiling fixtures with compact fluorescent lamps. Some decorative suspended fixtures with candella lamps.
- Exterior: Wall sconces with high pressure sodium lamps, decorative light sconces and under canopy lighting. The exterior lights are controlled by photo-cells.

Repair History:

The majority of lighting was replaced in the 2004 renovation. As individual T12 light fixtures burn out, they have been, and will continue to be, retrofitted or replaced.

Condition:

The fixtures, where reviewed, are in serviceable condition and the lamps are generally considered energy efficient.

Commercial-grade light fixtures can provide reasonable service for up to 30 year and beyond. Based on age, general replacement of the lighting systems is not expected within the report term, unless desired as part of an aesthetic upgrade or future energy savings initiatives.

Daytime light levels appear generally acceptable.

The interior areas of the buildings are primarily lit by fluorescent fixtures using either T12 or T8 lamps. T12 lamps are being phased out and in some areas ballasts and lamps are becoming difficult to obtain. Ideally, these lamps would be replaced with more energy efficient or readily available fixtures or lamps (T8, T5 or LED). As this is an upgrade, we understand that individual fixtures will be retrofitted or replaced, as they burn out, as part of ongoing maintenance.



Scope Of Work

Authorization

This report was prepared at the request of Susan Brant, Deputy Treasurer of County of Frontenac as a capital plan for the property, according to the signed contract dated July 10, 2015.

Mandate

The purpose of this report is to provide a general indication of the present physical condition of the building(s) with respect to easily visible portions of the structure; enclosure; site work; mechanical, electrical, and plumbing systems; interior finishes and active fire safety systems. Passive fire safety systems (e.g., fire containment and egress), furniture, and equipment, are specifically excluded from our mandate. We were to record deficiencies or conditions noted during a single visual walk-through review that, in our opinion, will likely require Capital expenditures by the Owner over the next 10 years. Capital expenditures are defined as expenditures that are expected to exceed an annual threshold of \$5,000 per building, and are not normally associated with routine maintenance.

Our opinion of costs, assume a prudent level of ongoing maintenance. It is not within our mandate to check the adequacy of existing maintenance practices, or confirm that all mandatory system tests and inspections have been completed (e.g., annual fire alarm testing). In the course of our review, we may identify some maintenance-type issues, but this should not be seen to indicate that a maintenance audit has been completed.

Our mandate was to complete a visual walk-through survey of items, components, and systems that are conspicuous, patent, and that may be observed visually during the walk-through survey without intrusion, removal of material, exploratory probing, and the use of special equipment or design calculations. Therefore, concealed physical deficiencies and design inadequacies are specifically excluded from our mandate. Our interviews of building personnel attempt to uncover known concerns at the property, but we cannot attest to the integrity or knowledge of the interviewees, nor can this process, or the scope of work in its entirety, be considered technically exhaustive or be considered to eliminate all risks related to owning this property. Only conditions actually seen during examination of representative samples can be said to have been assessed, and comments on the balance of the conditions are assumptions based upon extrapolation.

Our mandate does not include an exhaustive review of visible conditions against all code, property standards by-law, or other legislative requirements that existed at the time of construction, or that may retroactively apply, including Human Rights Code violations. We do consider the following, where applicable: window opening restrictors, daytime light levels in corridors, stairs, and garages, elevator equipment guarding, and backflow preventers. In the course of our review, our site reviewers may also identify other potential compliance concerns, but the identification of these concerns should not be seen to indicate that an exhaustive review has been completed.

Our mandate is to provide opinions of probable costs that reflect the repair strategies that we foresee and should be considered preliminary budgets only. Accurate figures can only be obtained by establishing a scope of work and receiving quotes from suitable contractors. We cannot guarantee the actual age of equipment, apparent maintenance practices, or the service lives that we have predicted. Time frames given for undertaking work represent our opinion of when to budget for the work. Failure of the item, or the optimum repair/replacement process, may vary from our estimate. There can be no assurance that this forward-looking information will prove to be accurate, as actual results and future events could differ materially from those anticipated. Accordingly, readers should not place undue reliance on forward-looking information. Typically further investigation and design will be needed to firm up construction budgets and timing for any significant projects.



In selecting repair strategies, we try to select strategies to match the client's business strategy for the building, when this is communicated to us. In many circumstances, more or less conservative repair approaches could be selected. Our opinions of costs apply only to the strategies described in our report.

Our review was intended to identify conditions resulting from past and current uses. Additional evaluation may be required if a change of use, renovations or additions are anticipated.

As per our Conditions of Assignment issued at the time of engagement, we note the following conditions related to this report:

- Our liability to the Client in Contract and Tort is limited to \$5,000,000.
- The Client has made available all relevant information or data pertinent to the Project to the Consultant. The Consultant is entitled to rely upon the accuracy and completeness of such information and data furnished by or on behalf of the Client.
- The Client expressly agrees that the individuals engaged by the Consultant, including sub-consultant engaged to perform portions of the work which are not within the Consultant's range of services, shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or any other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of the individuals in their personal capacity.

Survey Method

WSP visited the site on July 21, 2015.

WSP reviewed the building structure; building envelope; portions of the interior; the site; and the mechanical, electrical, plumbing, and active life safety systems.

Our field observers were Dylan Conners, B.A.Sc., Nathan Murphy, P.Eng. and Andrew Stevenson, P.Eng. The report was prepared by the field observers and reviewed by Paul Chisholm, P.Eng. of WSP.

The survey consisted of a visual review of samples of the following:

- the exterior walls and windows from ground level; sample locations from the terrace roof level; and from interior areas where possible.
- the roofs from the Fairmount Home roof and the terrace roof.
- service areas: mechanical and electrical equipment in the basement.
- common areas: offices, sitting room, the waiting hall, kitchen, Bud Clayton room.



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Information Provided

Tom Mercer, Manager of Environmental Services, and Dave McShane, Lead Hand, answered our questions about the history of performance of the various systems, described existing capital plans, etc., and accompanied us during our site visit.

A questionnaire was issued to the County requesting information regarding known problems, past repairs, etc. The information received was reviewed, and included in the report.

The following drawings were provided:

- Partial Fairmount Home Architectural drawings by Drever, Smith & Cromarty dated November 1966.

Respectfully submitted,
WSP Canada Inc.



Dylan Conners, B.A.Sc.
Site Reviewer, Report Author & Project Manager



Nathan Murphy, P.Eng.
Site Reviewer & Report Author



Andrew Stevenson, P.Eng.
Site Reviewer & Report Author



Paul Chisholm, P.Eng.
Report Reviewer & Technical Lead



Chris Carkner, B.Eng.
Project Principal



Limitations

WSP Canada Inc. is the "Consultant" referenced throughout this document.

The scope of our work and related responsibilities related to our work are defined in our project authorization ("Conditions of Assignment").

Any user accepts that decisions made or actions taken based upon interpretation of our work are the responsibility of only the parties directly involved in the decisions or actions.

Any use which a third party makes of this work, or any reliance on or decisions made based on it, are the responsibility of such third parties. Any third party user of this report specifically denies any right to any claims, whether in contract, tort and/or any other cause of action in law, against the Consultant (including Sub-Consultants, their officers, agents and employees). The work reflects the Consultant's best judgement in light of the information reviewed by them at the time of preparation. It is not a certification of compliance with past or present regulations. Unless otherwise agreed in writing by the Consultant, it shall not be used to express or imply warranty as to the fitness of the property for a particular purpose. No portion of this report may be used as a separate entity; it is written to be read in its entirety.

Only the specific information identified has been reviewed. No physical or destructive testing and no design calculations have been performed unless specifically recorded. Conditions existing but not recorded were not apparent given the level of study undertaken. Only conditions actually seen during examination of representative samples can be said to have been appraised and comments on the balance of the conditions are assumptions based upon extrapolation. Therefore, this work does not eliminate uncertainty regarding the potential for existing or future costs, hazards or losses in connection with a property. We can perform further investigation on items of concern if so required.

The Consultant is not responsible for, or obligated to identify, mistakes or insufficiencies in the information obtained from the various sources, or to verify the accuracy of the information.

No statements by the Consultant are given as or shall be interpreted as opinions for legal, environmental or health findings. The Consultant is not investigating or providing advice about pollutants, contaminants or hazardous materials.

The Client and other users of this report expressly deny any right to any claim against the Consultant, including claims arising from personal injury related to pollutants, contaminants or hazardous materials, including but not limited to asbestos, mould, mildew or other fungus.

Applicable codes and design standards may have undergone revision since the subject property was designed and constructed. As an example, design loads (such as those for temperature, snow, wind, rain, seismic etc) and the specific methods of calculating the capacity of the systems to resist these loads may have changed significantly. Unless specifically included in our scope, no calculations or evaluations have been completed to verify compliance with current building codes and design standards.

Budget figures are our opinion of a probable current dollar value of the work and are provided for approximate budget purposes only. Accurate figures can only be obtained by establishing a scope of work and receiving quotes from suitable contractors.

Time frames given for undertaking work represent our opinion of when to budget for the work. Failure of the item, or the optimum repair/replacement process, may vary from our estimate.



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PHOTOS



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Photo No. 1: Old House street view



Photo No. 2: Plank sheathing on wood rafters in attic



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Photo No. 3: Wood floor joists seen in attic



Photo No. 4: Stone rubble and masonry foundation wall



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Photo No. 5: Concrete column in basement



Photo No. 6: Concrete foundation wall



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Photo No. 7: South elevation



Photo No. 8: East elevation



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Photo No. 9: Link north elevation



Photo No. 10: Cork insulation at attic



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Photo No. 11: Link south elevation



Photo No. 12: Previously leaking attic window



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Photo No. 13: North entrance door



Photo No. 14: Reception entrance doors



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Photo No. 15: Modified bitumen flat roofing



Photo No. 16: Terrace roof



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Photo No. 17: EPDM flat roofing



Photo No. 18: Asphalt shingle roofing



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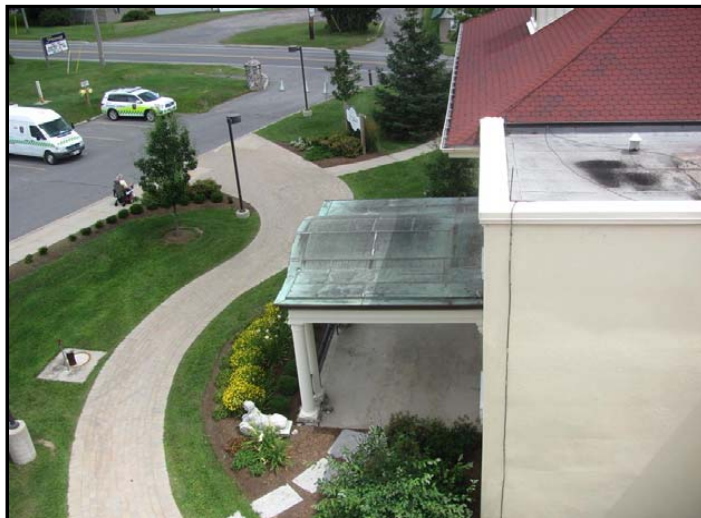


Photo No. 19: Copper roofing



Photo No. 20: Attic heat detector or cover plate missing



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Photo No. 21: Generator



Photo No. 22: Automatic transfer switch

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Photo No. 23: Propane storage tank



Photo No. 24: Bud Clayton room



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Photo No. 25: Ground floor sitting room



Photo No. 26: Stairwell and waiting hall

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Photo No. 27: Typical office finishes



Photo No. 28: Ground floor fan coil unit

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Photo No. 29: Main electrical switch



Photo No. 30: Electrical distribution panels in basement

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Photo No. 31: Office receptacles



Photo No. 32: Office space lighting



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Photo No. 33: Ceiling-mounted decorative lighting



Photo No. 34: Second floor corridor lighting



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Photo No. 35: Chandelier lighting



Photo No. 36: Exterior wall sconce lighting



Appendix A – Expenditure Table with Grading Scale



Old House, 2069 Battersea Road, Glenburnie, Ontario, Canada										Overall Rating: B		★★★★		Projected Expenditures							
Item	Description	Letter Grade	Rating	Class	Status	Present Cost	First Occur.	Cycle	No. Occur.	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024		
1	STRUCTURE																				
2	BUILDING ENVELOPE																				
2.2.1	Replace Wood-framed Windows	B	★★★★	3	Forecasted	\$23,519	2020	20							\$25,967						
2.2.2	Replace Vinyl-framed Windows	A	★★★★★	3	Forecasted	\$41,810	2022	20									\$48,027				
2.4.1	Replace Flat Roofing	B	★★★★	3	Forecasted	\$36,979	2024	20											\$44,193		
3	FIRE SAFETY																				
4	FINISHES, FURNITURE AND EQUIPMENT																				
4.1.1	Replace Carpet Flooring	B	★★★★	3	Forecasted	\$63,393	2020	25							\$69,991						
5	SITE																				
6	HVAC																				
6.1.1	Replace HVAC System Serving Second Floor	A	★★★★★	3	Forecasted	\$8,447	2020	15							\$9,326						
6.3.1	Replace Building Automation System	B	★★★★	3	Forecasted	\$13,645	2020	20							\$15,065						
7	PLUMBING																				
8	ELECTRICAL																				
Total Projected Expenditures										\$0	\$0	\$0	\$0	\$0	\$120,349	\$0	\$48,027	\$0	\$44,193		





FINAL PROPERTY CONDITION ASSESSMENT FOR

Garage & Out Buildings

2069 Battersea Road
Glenburnie, Ontario

September 9, 2015

Prepared For:

County of Frontenac

2069 Battersea Road
Glenburnie, ON K0H 1S0
Contact: Susan Brant, Deputy Treasurer

Prepared By:

WSP Canada Inc.

210 Gladstone Avenue
Suite 4001
Contact: Dylan Conners, B.A.Sc.

Project Number: 151-06149-00



General Description

The "Garage and Out Buildings" consist of a garage and storage shed. They are a part of the former country estate of Colonel Fair located at 2069 Battersea Road in Glenburnie, Ontario. The buildings are currently used to store grounds-type equipment, but it is believed that the storage shed was once a residence for servants of the Colonel. The buildings are part of the larger Fairmount complex that includes the "Fairmount Home" and "Old House": a long-term care home and heritage home converted into an office.

The structures include wood-framed roof structures on load bearing masonry walls supported by concrete foundations.

The exterior walls are clad with an Exterior Insulation Finishing System. Windows are punched, wood-framed single-glazed windows.

The garage and shed are believed to have been constructed around the same time as the Old House in about 1900. However, the actual construction date is unknown.



General Conditions

HISTORY OF MAJOR REPAIRS

The building is believed to be over 100 years old. According to building staff, the following major repairs/replacements have been completed over the past few years:

- Installed EIFS cladding (2010)
- Replaced asphalt shingle roofs (2010)

STATUTORY COMPLIANCE OR IMMEDIATE LIFE SAFETY ISSUES

No immediate life safety or statutory compliance issues are identified.

DEFERRED MAINTENANCE

We noted no evidence of significant deferred maintenance.

NORMAL/LIFE CYCLE RENEWAL

A number of components/systems will reach the end of a normal service life within the term of this report. The following expenditure table includes budgets for those systems that are likely to require renewal or capital repair.

No part of this report should be read in isolation. It is intended to be read only in its entirety including the Scope of Work and Limitations.



Capital Expenditures

The following table summarizes our opinion of reasonable budgets for the Capital expenditures identified in this report. Capital expenditures are defined as those that exceed an annual threshold of \$5,000 per building, and are not carried out as part of repetitive maintenance programs.

The budgets assume a prudent level of ongoing maintenance. Dollars shown are inflated, and include contingencies (typically 5 to 15%) and allowances for design/project management (5 to 15%), where relevant. Budgets include HST (13%).

Capital projects are classified as follows:

- 1 = Life Safety/Immediate Items
- 2 = Deferred Maintenance
- 3 = Normal/Life Cycle Renewal
- 4 = Mandatory Statutory Compliance
- 5 = Upgrades/Discretionary Items



Budget Table

Annual Inflated Budgets												
Project Description	CL	ST	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Allowance to Improve Lateral Roof Bracing - Garage	5	F	\$9,181									
Replace Overhead Doors - Garage Building	3	F								\$5,825		
Total:			\$9,181	\$0	\$0	\$0	\$0	\$0	\$0	\$5,825	\$0	\$0
\$/unit			\$4,591	\$0	\$0	\$0	\$0	\$0	\$0	\$2,913	\$0	\$0
\$/ft²			\$9.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.82	\$0.00	\$0.00

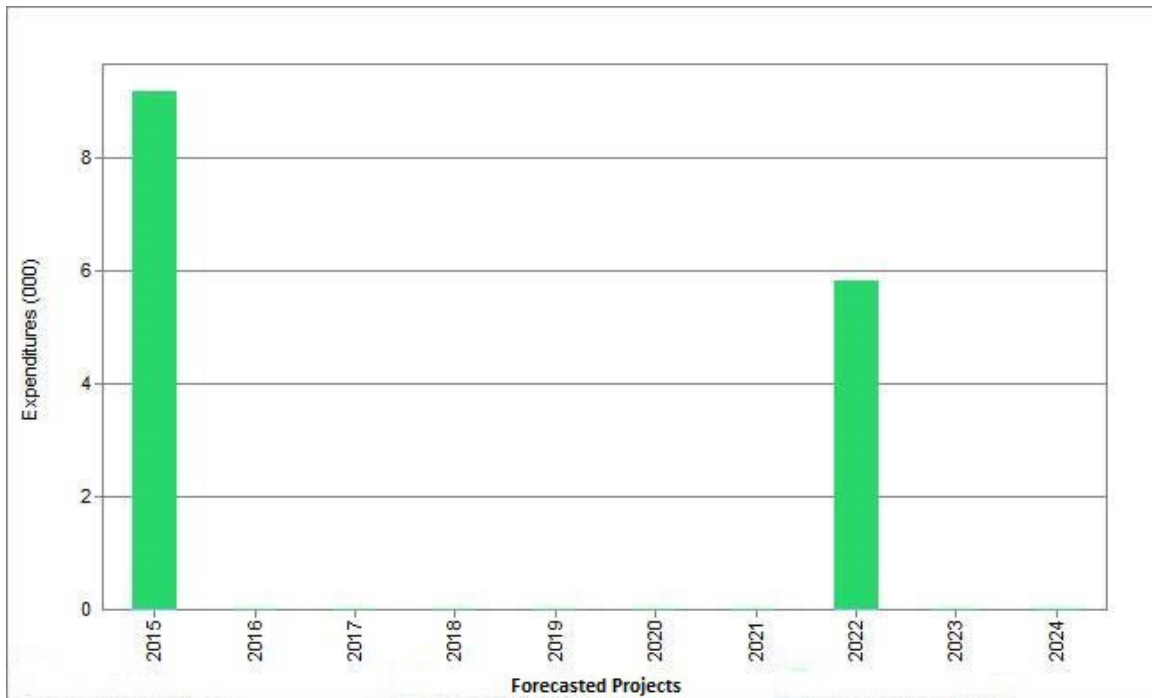
Legend:

ST - Project status (F - Forecasted)

CL - Project classification (1 - 5)



Total Annual Expenditures



Notes:

- Inflation Rate for Expenditures = 2%

Budget Summary Table

Summary from 2015 to 2024		
	Uninflated	Inflated
Total For 10-Year Reporting Period	\$14,252	\$15,006
Forecasted Projects Total	\$14,252	\$15,006
Total Per Unit	\$7,126.00	\$7,503.00
Total Per ft²	\$14.25	\$15.01
Average Annual Budget	\$1,425	\$1,501
Average Annual Budget Per Unit	\$712.50	\$750.50
Average Annual Budget Per ft²	\$1.42	\$1.50
Total Number Of Units: 2	Total Area: 1,000 ft²	
Average Area Per Unit: 500 ft²	Inflation Rate: 2%	



1. STRUCTURE

1.1 Structural Frame

Description:

No drawings were available for the garage and storage shed.

Based on visual review, the roof structures consist of wood planks on wood rafters. The roof structures are laterally supported by attic floors consisting of wood floor joist on built-up wood beams supported by the outer walls. The outer walls are believed to consist of stacked masonry units, but as the walls are generally covered by interior and exterior finishes, this could not be confirmed. The exposed foundations appear to be cast-in-place concrete covered with exposed river stone finish similar to the Old House. The footing structure is unknown.

The shed has a wood framed addition clad in wood siding. The foundation type and condition were not visible during our review.

Condition:

There are horizontal cracks in the parged interior wall finishes of the Garage east wall. In addition, there is a gap in the wood finishes where the northern wood beam meets the same wall. This indicates that there has been some level of movement in the past; however, there are no exterior cracks or other signs of movement in the recently installed exterior wall cladding. This may suggest that the wall has been relatively stable since over cladding. We noted that the height of the larger bay doors is above the level of the remaining attic floor and appears as though the attic floor may have been removed to accommodate the larger doors. We recommend that additional lateral bracing be installed between the rafters of the roof structure to limit the risk of the roof splaying under load (snow or wind) leading to further structural movement. A budget allowance is included for an engineered repair specification. The repair cost is a placeholder budget pending the development of an appropriate repair. Should this work be postponed beyond this coming winter, it is recommended that the interior/exterior walls be monitored for further movement, and to reduce the loading on the roof structure, excessive snow should be removed from the roof periodically as part of normal maintenance.

No signs of movement were observed in the shed, but interior and exterior finishes would conceal movement. The original framing techniques for the shed do not appear to have typical tension members (collar ties or connection of the attic floor to the rafters). While no signs of distress were observed, the shed may also benefit from a similar repair as specified for the garage.

There were no other obvious indications of any other structural distress in the garage or shed. There interior portions of the structure are generally protected from weather. Except as noted above, these structures are not expected to require major repair within the timeframe of this report.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
1.1.1 Allowance to Improve Lateral Roof Bracing - Garage	\$9,181	\$9,181	2015	N/A	One time	5	Forecasted



2. BUILDING ENVELOPE

2.1 Walls

Description:

The exterior walls are primarily clad with an exterior insulation finishings system ("EIFS") over of what is believed to be a pre-existing stucco cladding system on a masonry back-up wall, similar to the Old House. The EIFS was installed in about 2010, according to the Manager of Environmental Service ("MES"). Architectural drawings for this work were not available for review.

The dormers at the attic level are clad with an unidentified siding, possibly pre-painted metal.

The storage room to the west of the shed is clad with painted wood siding.

Windows and door perimeters are sealed with caulking.

Condition:

There were no reports of leakage through the exterior walls and no major deficiencies were noted.

Considering the age of the cladding system, we do not expect major repairs will be required during the report term.

Sealant joints are in good condition where reviewed. Based on visual review, it is likely that the sealants were included with the EIFS installation. Based on condition, and the limited quantity of sealants in general, we expect that the sealants will be addressed on an as-needed basis as part of normal maintenance.

2.2 Windows

Description:

Windows consist of a combination of fixed, hopper and single-hung, single-glazed wood windows. The window frames are painted.

Condition:

There were no reports of leaks through the windows and we noted no signs of active leakage in the areas reviewed.

The windows appear consistent with the original construction. Where reviewed, there are no broken window panes or rotting wood frames. Based on current use, replacement is not expected during the report term. There are peeling paint finishes on the exterior windows frames. Repainting is recommended as a part of maintenance. Special care may be needed if removing loose paint, as it may include traces of lead, based on age.



2.3 Exterior Doors

Description:

Exterior doors include the following:

Garage

- Garage bay doors: four (4) uninsulated, residential-grade metal overhead doors on the west elevation. According to a sticker on the doors, they were manufactured in 2007.
- East side doors: a set of painted wood doors (no longer used) on the east elevation.

Shed

- Front door: painted solid wood door on the south elevation.
- Storage room door: painted solid wood door on the north elevation.

Condition:

There were no reports of issues with the exterior doors and no major concerns were noted. We assume the wood doors will continue to be maintained. Individual doors can likely be replaced on an as-needed basis at a cost below the capital threshold.

A typical expected service for residential-grade overhead doors is anywhere from 15 to 20 years. Based on age, a budget has been included to replace the garage doors in the report term.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
2.3.1 Replace Overhead Doors - Garage Building	\$5,071	\$5,825	2022	15 yrs	recurring	3	Forecasted

2.4 Sloped Roofing

Description:

The sloped roofs are covered with three-tab asphalt shingles. The roofs drain into metal eaves troughs and downspouts that discharge on grade. Ventilation is provided by button-style vents.

The shingles are believed to have been installed in about 2010, when the EIFS cladding was installed.

The dormers are covered with painted metal.

Condition:

There were no reports of leaks through the sloped roofs. We noted stains on the wood planks and rafters that may be indications of previous leakage, but these areas were dry at the time of review. The shingles are in sound condition as seen from grade.

A typical service life of asphalt shingles is anywhere between 15 and 20 years. Based on age, we expect that replacement will not be required within the report term.



3. FINISHES, FURNITURE AND EQUIPMENT

3.1 Common Areas

Description:

Interior finishes in the garage include exposed concrete floor, parged walls, and open ceiling.

Interior finishes in the shed include wood floors, painted wood panel walls, and painted wood ceiling.

Condition:

Given the current use of the buildings, repair and/or replacement of interior finishes are not expected unless aesthetic upgrades are desired.



4. SITE

4.1 Site Features

Description:

Site features are included in the Fairmuont Home report. Please refer to that report for more details.



5. ELECTRICAL

5.1 Electric Supply and Distribution

Description:

Electricity is supplied to the garage overhead via Hydro One pole-top transformers located on the adjacent utility pole and serviced independently of Fairmount Home. The storage shed is fed from the garage.

The service entrance main panel is located on the back wall of the garage. The incoming service is rated at 100A, 120/240V, single phase, three wire.

Power is distributed from the main service entrance panel to an older panel and from both panels to individual branch circuit loads. The storage shed is sub-fed from the garage and has a small, 2 circuit, loadcenter sub-panel that powers lighting and receptacle loads.

Based on visual inspection the newer panel in the garage backfeeds the original garage panel. New wiring, receptacles and lighting appear to have been installed at the same time as the panel. In the storage shed, it appears that the original panel was disconnected and abandoned, a 2 circuit loadcenter, sub-fed from the Garage, was added, and new wiring, receptacles and lighting were installed.

Both out buildings are served from a single bulk meter house service.

Where seen, the wiring is copper.

Condition:

Major electrical equipment has an average service life of about 40 to 50 years. The older components of the buildings are approaching an age where some capital expenditures are likely to be needed, but the scope and timing of such work is difficult to predict. Corrosion on the cabinet of the older garage panel was observed. Based on the age of some of the electrical equipment, replacement of the older garage panel and other individual components may be needed, but we expect the costs to be below the capital threshold of this report.

There are some minor electrical distribution equipment/wiring deficiencies as follows:

- the electrical equipment is dirty and in need of cleaning;
- storage in the vicinity of the main electrical equipment (panels) should be kept at least one metre away;
- the abandoned equipment and wiring at the storage shed should be removed and/or appropriately terminated; and,
- replace older panel in the garage with one suitable for an unconditioned space such as the garage (corrosion resistant);

We assume such deficiencies will be addressed as part of routine maintenance, rather than as a capital project, so no budget is included in this report.

The garage and shed should be included in regular infrared scans to help identify trouble spots and allow proactive repairs before they develop into larger problems.



5.2 Lighting

Description:

Lighting systems include the following:

- Interior Areas: 1x4ft strip fluorescent fixtures with 2 lamp T8 or T12 lamps and wire cages (wire cages in the garage only).
- Exterior: Wall sconces with high pressure sodium lamps and decorative light sconces. The exterior lights are controlled by photo-cells.

Repair History:

As individual T12 light fixtures burn out, they have been and will continue to be retrofitted or replaced.

Condition:

The interior areas of the buildings are lit by fluorescent fixtures using either T12 or T8 lamps. T12 lamps are being phased out and in some areas ballasts and lamps are becoming difficult to obtain. Ideally, these lamps would be replaced with more energy efficient or readily available fixtures or lamps (T8, T5 or LED). As this is an upgrade, we understand that individual fixtures will be retrofitted or replaced, as they burn out, as part of ongoing maintenance.



Scope Of Work

Authorization

This report was prepared at the request of Susan Brant, Deputy Treasurer of County of Frontenac as a capital plan for the property, according to the signed contract dated July 10, 2015.

Mandate

The purpose of this report is to provide a general indication of the present physical condition of the building(s) with respect to easily visible portions of the structure; enclosure; site work; mechanical, electrical, and plumbing systems; interior finishes and active fire safety systems. Passive fire safety systems (e.g., fire containment and egress), furniture, and equipment, are specifically excluded from our mandate. We were to record deficiencies or conditions noted during a single visual walk-through review that, in our opinion, will likely require Capital expenditures by the Owner over the next 10 years. Capital expenditures are defined as expenditures that are expected to exceed an annual threshold of \$5,000 per building, and are not normally associated with routine maintenance.

Our opinion of costs, assume a prudent level of ongoing maintenance. It is not within our mandate to check the adequacy of existing maintenance practices, or confirm that all mandatory system tests and inspections have been completed (e.g., annual fire alarm testing). In the course of our review, we may identify some maintenance-type issues, but this should not be seen to indicate that a maintenance audit has been completed.

Our mandate was to complete a visual walk-through survey of items, components, and systems that are conspicuous, patent, and that may be observed visually during the walk-through survey without intrusion, removal of material, exploratory probing, and the use of special equipment or design calculations. Therefore, concealed physical deficiencies and design inadequacies are specifically excluded from our mandate. Our interviews of building personnel attempt to uncover known concerns at the property, but we cannot attest to the integrity or knowledge of the interviewees, nor can this process, or the scope of work in its entirety, be considered technically exhaustive or be considered to eliminate all risks related to owning this property. Only conditions actually seen during examination of representative samples can be said to have been assessed, and comments on the balance of the conditions are assumptions based upon extrapolation.

Our mandate does not include an exhaustive review of visible conditions against all code, property standards by-law, or other legislative requirements that existed at the time of construction, or that may retroactively apply, including Human Rights Code violations. We do consider the following, where applicable: window opening restrictors, daytime light levels in corridors, stairs, and garages, elevator equipment guarding, and backflow preventers. In the course of our review, our site reviewers may also identify other potential compliance concerns, but the identification of these concerns should not be seen to indicate that an exhaustive review has been completed.

Our mandate is to provide opinions of probable costs that reflect the repair strategies that we foresee and should be considered preliminary budgets only. Accurate figures can only be obtained by establishing a scope of work and receiving quotes from suitable contractors. We cannot guarantee the actual age of equipment, apparent maintenance practices, or the service lives that we have predicted. Time frames given for undertaking work represent our opinion of when to budget for the work. Failure of the item, or the optimum repair/replacement process, may vary from our estimate. There can be no assurance that this forward-looking information will prove to be accurate, as actual results and future events could differ materially from those anticipated. Accordingly, readers should not place undue reliance on forward-looking information. Typically further investigation and design will be needed to firm up construction budgets and timing for any significant projects.



In selecting repair strategies, we try to select strategies to match the client's business strategy for the building, when this is communicated to us. In many circumstances, more or less conservative repair approaches could be selected. Our opinions of costs apply only to the strategies described in our report.

Our review was intended to identify conditions resulting from past and current uses. Additional evaluation may be required if a change of use, renovations or additions are anticipated.

As per our Conditions of Assignment issued at the time of engagement, we note the following conditions related to this report:

- Our liability to the Client in Contract and Tort is limited to \$5,000,000.
- The Client has made available all relevant information or data pertinent to the Project to the Consultant. The Consultant is entitled to rely upon the accuracy and completeness of such information and data furnished by or on behalf of the Client.
- The Client expressly agrees that the individuals engaged by the Consultant, including sub-consultant engaged to perform portions of the work which are not within the Consultant's range of services, shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or any other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of the individuals in their personal capacity.

Survey Method

WSP visited the site on July 21, 2015.

WSP reviewed the building structure; building envelope; portions of the interior; and the electrical systems.

Our field observers were Dylan Conners, B.A.Sc. and Nathan Murphy, P.Eng. The report was prepared by the field observers and reviewed by Paul Chisholm, P.Eng. of WSP.

The survey consisted of a visual review of samples of the following:

- the exterior walls and windows from ground level; and from interior areas where possible.
- the roofs; the sloped roofs from grade.
- service areas: portions of the building pertaining to the electrical systems.



Information Provided

Tom Mercer, Manager of Environment Services answered our questions about the history of performance of the various systems, described existing capital plans, etc., and accompanied us during our site visit.

A questionnaire was issued to the County requesting information regarding known problems, past repairs, etc. The information received was reviewed, and included in the report.

Respectfully submitted,
WSP Canada Inc.



Dylan Conners, B.A.Sc.
Site Reviewer, Report Author & Project Manager



Nathan Murphy, P.Eng.
Site Reviewer & Report Author



Paul Chisholm, P.Eng.
Report Reviewer & Technical Lead



Chris Carker, B.Eng.
Project Principal



Limitations

WSP Canada Inc. is the "Consultant" referenced throughout this document.

The scope of our work and related responsibilities related to our work are defined in our project authorization ("Conditions of Assignment").

Any user accepts that decisions made or actions taken based upon interpretation of our work are the responsibility of only the parties directly involved in the decisions or actions.

Any use which a third party makes of this work, or any reliance on or decisions made based on it, are the responsibility of such third parties. Any third party user of this report specifically denies any right to any claims, whether in contract, tort and/or any other cause of action in law, against the Consultant (including Sub-Consultants, their officers, agents and employees). The work reflects the Consultant's best judgement in light of the information reviewed by them at the time of preparation. It is not a certification of compliance with past or present regulations. Unless otherwise agreed in writing by the Consultant, it shall not be used to express or imply warranty as to the fitness of the property for a particular purpose. No portion of this report may be used as a separate entity; it is written to be read in its entirety.

Only the specific information identified has been reviewed. No physical or destructive testing and no design calculations have been performed unless specifically recorded. Conditions existing but not recorded were not apparent given the level of study undertaken. Only conditions actually seen during examination of representative samples can be said to have been appraised and comments on the balance of the conditions are assumptions based upon extrapolation. Therefore, this work does not eliminate uncertainty regarding the potential for existing or future costs, hazards or losses in connection with a property. We can perform further investigation on items of concern if so required.

The Consultant is not responsible for, or obligated to identify, mistakes or insufficiencies in the information obtained from the various sources, or to verify the accuracy of the information.

No statements by the Consultant are given as or shall be interpreted as opinions for legal, environmental or health findings. The Consultant is not investigating or providing advice about pollutants, contaminants or hazardous materials.

The Client and other users of this report expressly deny any right to any claim against the Consultant, including claims arising from personal injury related to pollutants, contaminants or hazardous materials, including but not limited to asbestos, mould, mildew or other fungus.

Applicable codes and design standards may have undergone revision since the subject property was designed and constructed. As an example, design loads (such as those for temperature, snow, wind, rain, seismic etc) and the specific methods of calculating the capacity of the systems to resist these loads may have changed significantly. Unless specifically included in our scope, no calculations or evaluations have been completed to verify compliance with current building codes and design standards.

Budget figures are our opinion of a probable current dollar value of the work and are provided for approximate budget purposes only. Accurate figures can only be obtained by establishing a scope of work and receiving quotes from suitable contractors.

Time frames given for undertaking work represent our opinion of when to budget for the work. Failure of the item, or the optimum repair/replacement process, may vary from our estimate.



Garage & Out Buildings - 2069 Battersea Road, Glenburnie

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PHOTOS



Garage & Out Buildings - 2069 Battersea Road, Glenburnie

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Photo No. 1: Garage viewed from street



Photo No. 2: Garage roof rafters





Photo No. 3: Garage wood beam



Photo No. 4: Garage interior view of north wall



Photo No. 5: Garage interior view of south wall



Photo No. 6: Garage interior view of east wall



Photo No. 7: Garage cracks at east wall



Photo No. 8: Exposed foundation wall for shed



Photo No. 9: Shed's attic



Photo No. 10: Garage west elevation





Photo No. 11: Garage north elevation



Photo No. 12: Shed north elevation



Photo No. 13: Shed south elevation



Photo No. 14: Shed enclosed storage room addition





Photo No. 15: Shed interior



Photo No. 16: Overhead electrical service to garage



Photo No. 17: Garage electrical meter



Photo No. 18: Garage electrical panels



Photo No. 19: Shed electrical sub-panel



Photo No. 20: Abandoned panel in shed



Photo No. 21: Garage interior wall-mounted lighting



Photo No. 22: Garage interior ceiling-mounted lighting



Photo No. 23: Shed ceiling-mounted lighting

Appendix A – Expenditure Table with Grading Scale



Garage & Out Buildings, 2069 Battersea Road, Glenburnie, Ontario, Canada								Overall Rating: C		★★★		Projected Expenditures									
Item	Description	Letter Grade	Rating	Class	Status	Present Cost	First Occur.	Cycle	No. Occur.	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024		
1	STRUCTURE																				
1.1.1	Allowance to Improve Lateral Roof Bracing - Garage	D	★★	5	Forecasted	\$9,181	2015	99	1	\$9,181											
2	BUILDING ENVELOPE																				
2.3.1	Replace Overhead Doors - Garage Building	A	★★★★★	3	Forecasted	\$5,071	2022	15									\$5,825				
3	FINISHES, FURNITURE AND EQUIPMENT																				
4	SITE																				
5	ELECTRICAL																				
Total Projected Expenditures										\$9,181	\$0	\$0	\$0	\$0	\$0	\$0	\$5,825	\$0	\$0		

Notes on overall rating: The apparent absence of lateral roof bracing could impact overall function of the building.





FINAL PROPERTY CONDITION ASSESSMENT FOR

Palace Road
250 Palace Road
Kingston, Ontario

September 9, 2015

Prepared For:

County of Frontenac
2069 Battersea Road
Glenburnie, ON K0H 1S0
Contact: Susan Brant, Deputy Treasurer

Prepared By:

WSP Canada Inc.
210 Gladstone Avenue, Suite 4001
Ottawa ON, K2P 0Y6
Contact: Dylan Conners, B.A.Sc.

Project Number: 151-06149-00



General Description

The property at 250 Palace Road in Kingston, Ontario includes a single-storey Ambulance Station with four garage-bays for ambulance vehicles and common interior spaces for the ambulance staff. According to the County of Frontenac, the building has a gross floor area of about 3,800ft² and was constructed in about 1988.

The structure is a combination of steel and wood-framed roof structures on a combination of steel beams and columns and concrete block supporting walls. The foundation walls are concrete block.

The exterior walls are primarily clad with brick masonry. Windows are typically punched, aluminum-clad wood-framed windows with double-glazed vision glass. The building is protected by a combination of flat and sloped roofing assemblies.

The building has fire extinguishers and battery-powered emergency lights.

Site finishes include a combination of soft and hard landscaping with asphalt paving to the north and east sides with parking for approximately 11 vehicles.

Conditioned air is distributed throughout the building by a single rooftop unit located on the flat roof. The garage is heated by radiant tube heaters.

Domestic hot water is provided by a gas-fired hot water tank heater.

Electricity is supplied to the building via underground service lines. The main disconnect is rated, 200A, 120/240V, single-phase, three-wire.



General Conditions

HISTORY OF MAJOR REPAIRS

The building is currently 27 years old. However, according to the Deputy Chief, a major renovation took place in 2009 which included the following:

- Structural modifications (beams and columns) to accommodate the installation of four new garage bay doors and a new concrete slab-on-grade in the garage
- Localized brick masonry repairs
- Installation of new concrete window sills
- Replacement of all windows, excluding the windows at the ends of the corridor
- Replaced the south side flat roof
- Installed an emergency generator
- Installed new HVAC equipment including a rooftop unit, heat recovery ventilator and radiant tube heaters in the garage
- Installed a new domestic hot water tank heater
- Replaced most domestic water plumbing
- Replaced above-grade sanitary drainage piping
- Installed a new trench drain in the garage
- Replaced all electrical wiring in the garage and 50% elsewhere
- Replaced all light fixtures

The following work was completed in 2010:

- Constructed a new sloped roof structure above the garage and corridor with asphalt shingle roofing
- Installed a solar power generation system that included solar panels on the roof

STATUTORY COMPLIANCE OR IMMEDIATE LIFE SAFETY ISSUES

No immediate life safety or statutory compliance issues are identified.

The following work is required to comply with various by-laws and regulations that apply retroactively to existing buildings:

- Install a backflow preventer on the incoming domestic water line

DEFERRED MAINTENANCE

We noted no evidence of significant deferred maintenance.

NORMAL/LIFE CYCLE RENEWAL

A number of components/systems will reach the end of a normal service life within the term of this report. The following expenditure table includes budgets for those systems that are likely to require renewal or capital repair.

No part of this report should be read in isolation. It is intended to be read only in its entirety including the Scope of Work and Limitations.



Capital Expenditures

The following table summarizes our opinion of reasonable budgets for the Capital expenditures identified in this report. Capital expenditures are defined as those that exceed an annual threshold of \$5,000 per building, and are not carried out as part of repetitive maintenance programs.

The budgets assume a prudent level of ongoing maintenance. Dollars shown are inflated, and include contingencies (typically 5 to 15%) and allowances for design/project management (5 to 15%), where relevant. Budgets include HST (13%).

Capital projects are classified as follows:

- 1 = Life Safety/Immediate Items
- 2 = Deferred Maintenance
- 3 = Normal/Life Cycle Renewal
- 4 = Mandatory Statutory Compliance
- 5 = Upgrades/Discretionary Items



Budget Table

Annual Inflated Budgets												
Project Description	CL	ST	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Repair Foundation Wall - Northwest Corner	3	F	\$13,318									
Replace Corridor Windows - Incl. Entrance Doors	3	F									\$29,535	
Replace Garage Overhead Doors	3	F							\$21,074			
Replace Vinyl Flooring	3	F										\$7,657
Replace Asphalt Paving	3	F				\$71,274						
Replace Rooftop Unit	3	F						\$10,330				
Replace Radiant Tube Heaters	3	F								\$9,703		
Replace DHW Tank Heater	3	F							\$9,513			
Install Backflow Preventer	4	F		\$5,170								
Total:			\$13,318	\$5,170	\$0	\$71,274	\$0	\$10,330	\$30,587	\$9,703	\$29,535	\$7,657
\$/unit			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
\$/ft²			\$3.50	\$1.36	\$0.00	\$18.76	\$0.00	\$2.72	\$8.05	\$2.55	\$7.77	\$2.02

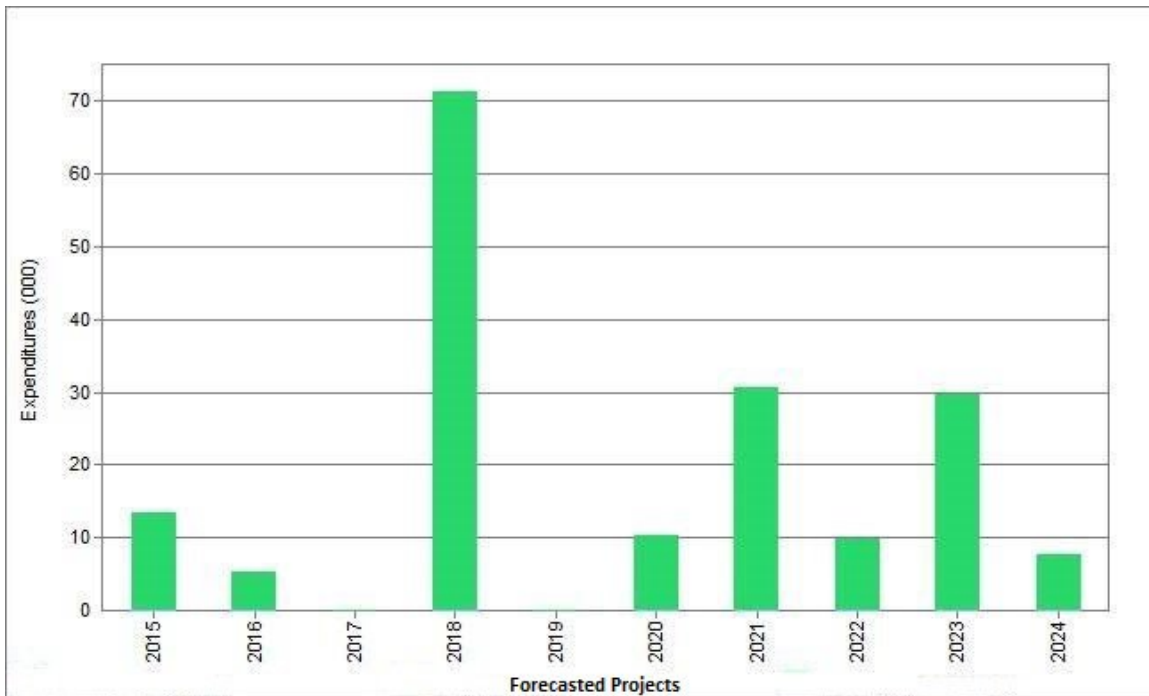
Legend:

ST - Project status (F - Forecasted)

CL - Project classification (1 - 5)



Total Annual Expenditures



Notes:

- Inflation Rate for Expenditures = 2%



Budget Summary Table

Summary from 2015 to 2024		
	Uninflated	Inflated
Total For 10-Year Reporting Period	\$162,128	\$177,574
Forecasted Projects Total	\$162,128	\$177,574
Total Per Unit	\$162,128.00	\$177,574.00
Total Per ft²	\$42.67	\$46.73
Average Annual Budget	\$16,213	\$17,757
Average Annual Budget Per Unit	N/A	N/A
Average Annual Budget Per ft²	\$4.27	\$4.67
Total Number Of Units: 1	Total Area: 3,800 ft²	
Average Area Per Unit: 3,800 ft²	Inflation Rate: 2%	



1. STRUCTURE

1.1 Structural Frame

Description:

According to the Architectural and Structural renovation drawings provided, the building includes a combination of different structural framing methods.

The garage includes a steel roof deck on open-web steel joists ("OWSJs") supported by concrete block walls on the north and south ends of the garage. Steel bracing for the OWSJs is provided laterally between the east and west concrete block walls connected to the lower chord of the OWSJs. The garage bay door openings are supported by steel beams and lintels on steel columns. The columns were installed in 2009 as part of the renovation project.

The corridor includes a steel roof deck on wood joists supported by a concrete block wall to the north and a wood-framed stud wall to the south.

A sloped roof structure was added above the garage and corridor portions of the building in 2010. According to the Deputy Chief, the structure consists of engineered wood rafters. The attic was inaccessible at the time of our review to confirm this and no drawings were available.

The south portion of the building includes roof decking (type unknown) on wood joists supported on a combination of steel beams and columns, wood-framed and/or concrete block walls.

The ground floor consists of a concrete slab-on-grade. The garage bay floor slab was replaced in 2009 as part of the renovation project.

The below-grade foundation walls consist of concrete block. The footings are likely strip and pad type cast-in-place concrete, but this could not be confirmed.

Repair History:

2010: Sealed cracks in garage bay slab-on-grade.

Condition:

We noted no unusual settlement, displacement, or structural cracking in the areas reviewed.

The interior portions of the structure are generally protected from weather and are not expected to require major repair within the timeframe of this report.

There are cracks in the non-structural slab-on-grade in the garage. The Deputy Chief reported that these cracks formed soon after construction and have since been sealed using commercial-grade flexible sealant. We expect the cracking is due to normal shrinkage and that these seals will require periodic replacement as part of normal maintenance.

We noted at the northwest corner of the building there is a void in the exposed portion of the concrete block foundation wall where the wall meets the sidewalk. The void is likely due to the slope of the sidewalk toward this corner and the nearby downspout discharge creating persistent wetting and the resulting deterioration of the concrete block at the corner of the foundation wall. This void allows water and de-icing salts to access the below-grade foundations that could result in concealed deterioration. We observed no signs of compromised support for the above-grade walls in this area. While a range of repairs could be possible, we recommend the deteriorated block be replaced, which will require local removal and replacement of the adjacent sidewalks and have included a budget for this work assuming only one block requires replacement. We have also assumed that the work can be performed while maintaining the adjacent exterior access to the medical storage room, but it may improve access for the repair if this door



250 Palace Road, Kingston

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is temporarily closed during the repair work. We have not included costs related to accessing the interior corner of the medical storage room to install temporary shoring, should it be necessary to complete the repair. We have also not included the cost of specifying the repair or tendering the work given the anticipated project cost. Upon re-instating the sidewalks, the slopes should be maintained to direct water away from the foundation wall.

If the full repair cannot be performed prior to winter, the void should be temporarily sealed to limit further ingress of water that could further deteriorate concealed portions of the foundation. We expect this temporary repair can be completed at a cost below the report threshold.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
1.1.1 Repair Foundation Wall - Northwest Corner	\$13,318	\$13,318	2015	N/A	One time	3	Forecasted



2. BUILDING ENVELOPE

2.1 Walls

Description:

The exterior walls are primarily clad in brick masonry veneer. According to the architectural renovation drawings, the existing wall assembly is constructed as follows (from exterior, to interior):

- 90mm brick masonry;
- 25mm air space;
- 50mm rigid insulation; and
- 290mm concrete block.

There are precast concrete window sills which were installed in 2009.

The bricks are vertically supported by the foundation walls and steel lintels where the bricks span windows and doors. The method of lateral connection is unknown, but are likely galvanized steel ties given the vintage of construction. Weep-holes at the base of the walls suggest that the walls are intended to function as a drained system.

The window and door perimeters are sealed with caulking.

The steel columns between the garage bay doors are covered by prefinished steel cladding which was installed in 2009.

Repair History:

2009: Localized masonry repairs as part of the building renovation project.

Condition:

The Deputy Chief indicated that there are no current reports of water leakage through the exterior walls.

The 2009 renovations included isolated wall repairs where identified by the Architect, including repainting steel lintels and repointing isolated mortar joints. We noted a small number of mortar joints requiring repointing in the lowest course of masonry on the south elevation that should be repaired as part of normal maintenance, but overall the masonry walls are in sound condition. We do not expect repairs beyond normal maintenance will be required during the report term.

Sealant joints are in serviceable condition where reviewed. Based on the limited quantity of joints, we expect that any caulking repairs should be addressed as part of normal maintenance.

We noted surface corrosion on the non-structural steel cladding around the steel columns at the garage bay doors. We recommend that this cladding be cleaned and repainted periodically to reduce the risk of corrosion on the cladding.



2.2 Windows

Description:

Windows generally consist of a combination of fixed, awning or slider windows with double-glazed insulating glass units ("IGUs"). The windows are wood-framed and capped with a combination of prefinished metal and vinyl on the exterior. According to the IGUs spacers, the windows were manufactured in 2009.

There are wood-framed fixed windows set around the east and west entrance doors at either end of the corridor. According to the spacers, the windows were manufactured in 1988.

Repair History:

2009: Replaced all windows, excluding the windows at either end of the north-south corridor.

Condition:

The Deputy Chief indicated that there are no reports of water or excessive air leakage through the windows and we noted no evidence of water leakage in the areas reviewed. The weatherstripping where seen, is in serviceable condition.

The windows at the east and west entrance doors are original, or about 27 years old. Based on age, replacement is expected within the next 10 years. We expect the entrance doors will be included as part of this project and have included them in the budget.

Based on age, IGU replacement within the 2009 windows is expected to be minimal during the report term. Should any IGUs require replacement within the report term, we expect this can be completed using operating budgets.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
2.2.1 Replace Corridor Windows - Incl. Entrance Doors	\$25,208	\$29,535	2023	30 yrs	recurring	3	Forecasted



2.3 Exterior Doors

Description:

Exterior doors include the following:

- East and west elevation doors: painted steel doors with wired glass windows, installed in a vestibule configuration at the east.
- Garage bays: insulated metal overhead doors with glazed vision panels consisting of IGUs.
- Other: painted steel doors elsewhere around the building.

Repair History:

2009: Replaced the garage overhead doors, including the door operators.

Condition:

We noted no major problems with the doors that we checked and the Deputy Chief reported no concerns.

Based on the frequency of use, we would expect the garage overhead doors will achieve a modest service of about 10 to 15 years. We have included a budget to replace the doors within the report term.

Based on a 30-year expected service life, replacement of the east and west entrance doors is expected within the report term. We expect these doors will be replaced in conjunction with the glazing around it, so have included the doors in the window replacement project (see "Windows" section of report).

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
2.3.1 Replace Garage Overhead Doors	\$18,713	\$21,074	2021	10 yrs	recurring	3	Forecasted



2.4 Flat Roofing

Description:

There is a single flat roof section to the south side of the building.

The roof consists of a built-up felt and asphalt membrane with pea-gravel surfacing. Membrane flashings at the roof perimeter are covered with sheet metal flashing. Internal area drains with ballast guards provide drainage.

There is a painted metal guard around the roof perimeter to allow HVAC contractors to service the rooftop unit safely.

The roof is accessed by a fixed, wall-mounted ladder.

Condition:

According to the Deputy Chief, the roofing membrane was replaced in 2009.

There are no reports of leakage through the flat roof and no major deficiencies were observed. We noted small blisters ("blueberries") at the HVAC unit and in the four corners of the roof. We also noted localized moss growth near the concrete pavers for the metal guard. The moss should be removed and the blueberry blisters flattened with a torch as part of normal roof maintenance by a roofer.

The perimeter roof flashings were sloped towards the roof and the drains were generally free of debris.

Based on a typical 20-year service life, we do not expect replacement of the roof will be required during the report term.

There is surface corrosion on the metal guard. The guard should be repainted as a part of normal maintenance.



2.5 Sloped Roofing**Description:**

The sloped roof above the garage and corridor is covered with asphalt shingles. The roof drains into prefinished metal eaves troughs and downspouts that discharge on-grade. Ventilation is provided by prefinished perforated metal soffit at the eaves and button-style vents near the peak.

There are solar panels installed over the south side shingles.

Repair History:

2010: Installed asphalt shingles, eaves troughs and downspouts.

Condition:

The Deputy Chief indicated that there has been no leakage to date. The condition of the shingles is consistent with their age. We did not note any granule loss, curling or deterioration of the shingles were reviewed from the flat roof level to the south.

A typical service life for asphalt-shingles is anywhere between 15 and 25 years. Based on age, we do not expect replacement will be required during the report term.



3. FIRE SAFETY

3.1 Fire Safety Systems

Description:

The building is not provided with a fire alarm system and none is required by Code for a building of this size or occupancy type.

The kitchenette and locker rooms have stand-alone, residential-style smoke alarms. Fire extinguishers are located throughout.

In the corridor separating the garage from the remainder of the building there is a stand-alone, plug-in, residential-style CO detector and alarm.

Emergency lighting is provided by wall mounted battery packs connected to local and remote emergency light fixtures and exit signs.

Condition:

Troy Life and Fire Safety Ltd. inspects the fire extinguishers and emergency lighting on an annual basis. We expect that the fire extinguishers and emergency lighting can be replaced as-needed at a cost below the report threshold.

The stand-alone, residential style smoke alarms and stand-alone, plug-in, residential style CO detector and alarm are in good condition. It is recommended that batteries be replaced annually and that the smoke alarm and CO detector itself be replaced in the time lines indicated by the manufacturer. We expect this to be carried out part of normal maintenance.



3.2 Emergency Power

Description:

Emergency power is provided by a residential-style, natural gas-fired generator, which was installed in 2009. The generator was manufactured by Generac (QuietSource Series). It is located adjacent to the west side of the building and provides power through an automatic transfer switch to the entire building. The generator is not strictly for back-up of life safety systems, as individual emergency lights and smoke alarms have their own independent back-up batteries, but allows for continued building operation during a power outage.

The transfer switch is rated for 200A, 120/240V, and is located in the electrical closet adjacent to the main electrical panel. It was installed with the generator in 2009.

Condition:

The generator is under a full service contract, is exercised weekly automatically, and quarterly by Crintec Ltd., a third party maintenance contractor.

The keys to the generator enclosure are in the possession of Crintec and there is no second set of keys on-site. Therefore, we could not confirm the number of hours the unit had logged to date. A copy of the keys should be kept on-site at all times, in a location at least known by the supervisor, to access the generator in case of emergency.

The generator is expected to provide about 25 to 30 years of reasonable service. As it is currently about 6 years old, we do not expect replacement will be required during the report term. No capital budget is included. We expect periodic repairs will be carried out as part of normal maintenance.



4. FINISHES, FURNITURE AND EQUIPMENT

4.1 Common Areas

Description:

Interior finishes and fixtures comprise the following:

Garage: Exposed concrete floor, painted concrete block walls, and painted steel roof deck.
 Storage Room: Exposed concrete floor, painted concrete block walls, and suspended acoustic tile ceiling.
 East-west corridor: Vinyl tile floor, a combination of painted concrete block and drywall walls, and painted drywall ceiling. There are acoustic panels on the upper portions of the walls.
 Lunch Room: Vinyl tile floor, painted drywall walls, and painted drywall ceiling. Millwork includes wood cupboards and laminate countertops. Fixtures include a stainless steel sink.
 Lounge: Vinyl tile floor, painted drywall walls, and painted drywall ceiling.
 Office: Vinyl tile floor, painted drywall walls, and painted drywall ceiling.
 Locker Rooms: Vinyl sheet flooring, painted drywall walls, and painted drywall ceiling. Millwork includes laminate countertops and cupboard-style lockers. Fixtures include ceramic sinks and tankless toilets.

Interior doors consist of painted metal with lever-type hardware.

Repair History:

2009: Replaced and/or installed interior finishes.

Condition:

The interior finishes and fixtures are in serviceable condition. We did not note excessive wear and tear in the areas reviewed.

According to the Deputy Chief, the vinyl floor tiles are waxed twice a year, which reduces wear and tear. A typical service life for vinyl floor tiles is about 15 years. Based on relatively good maintenance practices, we expect the vinyl flooring will achieve this service life. We have included a budget to replace the vinyl floor tiles and vinyl sheet flooring in the report term.

Millwork and interior fixtures can provide reasonable service for up to 30 years without requiring replacement. Full replacement is usually dictated by other factors, like aesthetics, and tends to be included as part of larger renovation projects. We expect that millwork and interior fixtures can be maintained for the duration of the report as part of normal maintenance assuming no large scale renovations are expected within the next 10 years.

Interior painting is expected to be carried out on an as-needed basis as part of normal maintenance or as part other renovation projects.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
4.1.1 Replace Vinyl Flooring	\$6,407	\$7,657	2024	15 yrs	recurring	3	Forecasted



5. SITE

5.1 Site Features

Description:

Site features include the following:

- Signage: There is a painted wooden sign on wood posts on the southwest corner of the property and second wall-mounted wooden sign on the east elevation.
- Soft landscaping: There are soft landscaped areas to the south and west sides of the property with some mature trees.
- Fencing: There is wood fencing around the patio and generator on the west side of the property.

See the "Paving" section of the report for hard surfacing.

Condition:

Site features generally appear well-maintained. The signage and fencing appears consistent in age with the 2009 renovations. We expect that these items can be maintained for the duration of the report as part of normal maintenance.

5.2 Paving

Description:

The site is accessed via a single driveway from Palace Road. Hard surfaces include the following:

- Asphalt paving: There is asphalt paving to the north and east sides of the property with parking for about 11 vehicles.
- Concrete paving: Concrete paving is provided in front of the garage doors and at the west patio.
- Concrete sidewalks: Concrete sidewalks are provided between the street and the east entrance and from the north parking lot to the west entrance.

Condition:

The asphalt pavement is in serviceable condition with no pot-holes or extensive unravelling in the parking areas. However, longitudinal cracks are noticeable throughout, and there is some closely-spaced cracking where the paving meets the street.

According to the Deputy Chief, the asphalt paving is original, making it about 27 years old now. As the paving has exceeded a typical 20 to 25 year service life, we expect replacement will be required during the report term. A budget has been included with an allowance for some base repairs. We expect that local repairs to address any pot-holes that may develop in the interim will be addressed as part of normal maintenance.

The majority of the concrete paving and sidewalks was installed during the 2009 renovations and is in serviceable condition. Based on age and condition, we do not expect full replacement of these elements during the report term.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
5.2.1 Replace Asphalt Paving	\$67,163	\$71,274	2018	20 yrs	recurring	3	Forecasted



6. HVAC

6.1 Ventilation/Exhaust System

Description:

The ambulance parking garage area is equipped with a ventilation exhaust system consisting of intake louver, motorized dampers, a propeller type exhaust fan, and a Honeywell carbon monoxide/nitrogen dioxide detection system (m/n: 201M).

The office area is equipped with a heat recovery ventilation ("HRV") system, which delivers tempered fresh air to the space. The Carrier HRV unit (m/n: HRVCCLVU1330) has a capacity of 352cfm and was manufactured in 2009, according to the data-plate.

The systems were installed in the 2009 renovation.

Condition:

The garage exhaust system appears to be in good working condition. Repair and/or replacement of the exhaust fan is expected to be carried out, as-required, as part of normal maintenance.

The carbon monoxide/nitrogen dioxide system is expected to have a service life of about 20 years. Based on age, replacement of the system is not expected within the report term. Annual testing and calibration to ensure that gases are detected as intended is expected to be a part of normal maintenance.

A typical service life for HRVs is about 15 years. Based on age, replacement is expected within the report term; however, costs are not expected to exceed the capital threshold of the report.



6.2 Rooftop Unit(s)

Description:

The office area is heated and cooled by a single packaged rooftop unit ("RTU") by Carrier ("Weather Maker" series), with gas heating and electric cooling. According to the data-plate, the RTU has input and output heating capacities of 72,000 and 59,000BTU/hr, respectively, and a cooling capacity of 3 tons. The RTU uses R-22 refrigerant.

The unit was installed as part of the 2009 renovations, based on the mechanical renovation drawings.

Condition:

According to the Deputy Chief, the RTU is in good condition, with no obvious deficiencies noted.

Ongoing maintenance is completed by Rack Air under a maintenance service contract.

The service life of rooftop units varies, depending on the type of unit, service conditions, and maintenance practices. We have seen some rooftop units replaced after only 15 years of service, and others that remain in use beyond 30 years. However, the cooling section of the RTU is R-22 refrigerant-based, which is currently no longer produced under various international protocols and agreements. Current equipment continues to be maintained using existing stocks of the refrigerant. We have assumed that this will remain possible, and that replacement parts will remain available, for about 4 or 5 more years. As such, we have included for replacement at that time. Periodic repair and replacement of individual components (such as the compressors, burners, valves, blowers, etc.) are expected to be managed as a maintenance expense.

In developing the budget for replacing the RTU, we have assumed the replacement unit will be similar in weight to the existing unit so have not included an allowance for engineering review, design or modifications to the steel deck opening.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
6.2.1 Replace Rooftop Unit	\$9,356	\$10,330	2020	15 yrs	recurring	3	Forecasted



6.3 Radiant Heaters

Description:

The garage is equipped with two gas-fired Infrasave radiant tube heaters at the ceiling-level. As we could not access the data-plate, we could not confirm the heating capacities. The heaters were installed in 2009.

Condition:

The tube heaters appear to be in good condition, with no issues reported or visible.

Based on a typical service life of 10 to 15 years, replacement is expected during the report term and a budget is included.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
6.3.1 Replace Radiant Tube Heaters	\$8,447	\$9,703	2022	13 yrs	recurring	3	Forecasted



7. PLUMBING

7.1 Hot Water Storage Tanks/ Heaters

Description:

Domestic hot water is provided by a high efficiency gas-fired hot water tank heater manufactured by A.O.Smith (Cyclone Xi model). According to the data-plate, the tank has a capacity of 60 US gallons. The tank was installed in 2009.

Condition:

The hot water tank appears to be in good condition with no problems reported.

Typical service life for hot water heaters is 10 to 15 years, depending on usage. Based on age, a budget for replacement is included within the report term.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
7.1.1 Replace DHW Tank Heater	\$8,447	\$9,513	2021	12 yrs	recurring	3	Forecasted

7.2 Domestic Water Piping, Valves and Pumps

Description:

The 38mm main water service to the building is located in a small closet along the south wall of the garage. There is no backflow preventer installed.

Based on the renovation drawings, plumbing is generally limited to one cold water and one hot water header as well as a short recirculation header from the locker rooms back to the heater. Where seen, domestic water piping is insulated copper. The Issued for Tender mechanical renovation drawings indicate that there is PEX piping beneath the slab of the corridor, but this could not be confirmed.

The garage area is equipped with hose stations to spray off the ambulances with either hot or cold water.

A large portion of the domestic water plumbing was replaced in 2009, according to the Deputy Chief. We could not confirm the amount of original piping, if any.

Condition:

No problems with the plumbing distribution were noted or reported. Based on age, and a lack of issues reported, we expect the plumbing will generally last the duration of the report term. We expect that localized repairs will be carried out as part of normal maintenance.

There is currently no premise protection backflow preventer installed on the incoming water service. The City of Kingston bylaws require that all buildings have premise protection backflow prevention devices installed to protect the city water supply from potential contamination. We recommend that a unit be installed within the next year to comply with City regulations and a budget is included.

Project Name	Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	CL	Status
7.2.1 Install Backflow Preventer	\$5,069	\$5,170	2016	25 yrs	recurring	4	Forecasted



7.3 Drainage Systems

Description:

Drainage systems include the following:

- Roof: eavestroughs and downspouts at sloped roof and internal area drains at flat roof (type of pipe unknown);
- Sanitary: PVC piping as seen under sinks.
- Garage: Concrete trench drain to catch debris from the ambulances and prevent it from entering the sanitary system.
- Below grade: Cast iron, based on the transition fittings observed in the floor slab.

Some of the storm water drainage piping in the garage area is for the concealed flat roof level and therefore no longer serves a function.

Below-grade piping is believed to be original. The remaining drainage systems were installed in 2009, with the exception of the eavestroughs which were installed in 2010.

Condition:

Above ground drainage piping appeared to be in good condition, with no issues reported. Plumbing is maintained under an ongoing service contract by Lemon Plumbing.

No major repairs or replacement is anticipated within the term of this report.

The trench drains are pumped out frequently during winter months due to large volumes of grit and debris from the trucks. We expect this will continue to be addressed as part normal maintenance.



8. ELECTRICAL

8.1 Electric Supply and Distribution

Description:

Electricity is supplied to the building underground via pole-mounted transformers provided by the Utility company.

The main disconnect switch is located in the electrical closet. The incoming service is rated at 200A, 120/240V, single-phase, three-wire.

Power is distributed from the exterior mounted utility meter to the electrical closet where the main service entrance disconnect, electrical panel and automatic transfer switch are located.

The building has a single bulk meter for the service.

Where seen, the wiring is copper.

There are solar panels located on the south elevation of the sloped roof. The power generation system includes components on the roof, the garage and in the electrical closet. It has its own independent utility meter adjacent to the building utility meter. The system is not tied into the building's electrical system and provides utility offered rebates on the electricity bills. The system was installed in 2010.

Repair History:

2009: Overhauled the electrical system, including replacement/installation of new switches and panels, total re-wiring of the garage and 50% re-wiring of the corridor, kitchen and lounge.

Condition:

While a quick visual inspection of the solar power generation system implies that the system and its components are in good condition, evaluation of the condition of this system and its components is outside of the scope of this report.

No problems with performance or service were reported by the Deputy Chief.

We noted that the electrical system appears to be properly grounded at the water service entrance.

Major electrical equipment has an average service life of 40 to 50 years or more. Given the age of the electrical equipment, we do not anticipate capital renewal within the report term.

We noted the following minor electrical distribution equipment/wiring deficiencies:

- storage in the vicinity of the main electrical equipment should be kept at least one metre away; and,
- in the garage there is a receptacle at the east wall with a damaged coverplate that does not close firmly, it should be repaired/replaced.

We assume such deficiencies will be addressed as part of routine maintenance.

We recommend that all panels and equipment be thermally scanned every few years to identify hot spots that require repair. The scans, and related repairs found to be needed (assuming minor tightening, etc.) are assumed to be an operating expense.



8.2 Lighting

Description:

Lighting systems include the following:

- Corridor: Wall sconces with LED lighting.
- Common Areas: Wall sconces with LED lighting. Ceiling mounted fixtures with T8 fluorescent lamps in the garage area and kitchen. Recessed pot lights with dimmable compact fluorescent lamps in the lounge. T-bar recessed 2x4ft fluorescent fixtures with T8 lamps in the medical storage room. Suspended fluorescent T8 strip fixtures in the utility room protected with wire guards.

Lights are controlled by a variety of toggle switches, occupancy sensors and dimmer switches (lounge only).

- Exterior: Wall sconces with metal halide lamps, LED potlights at the entrances. The exterior lights are controlled by photo-cells.

All fixtures were retrofitted or replaced as part of the 2009 renovation.

Condition:

The fixtures, where reviewed, are in serviceable condition and the lamps are generally considered energy efficient.

Commercial-grade light fixtures can provide reasonable service for up to 30 year and beyond. Based on age, general replacement of the lighting systems is not expected within the report term, unless desired as part of an aesthetic upgrade or future energy savings initiatives.

Daytime light levels appear generally acceptable with the exception of portions of the medical storage room. We assume light levels can be raised by adding a few additional fixtures. The cost to rectify this concern is not expected to exceed the capital threshold of this report, so no project is included.



Scope Of Work

Authorization

This report was prepared at the request of Susan Brant, Deputy Treasurer of County of Frontenac as a capital plan for the property, according to the signed contract dated July 10, 2015.

Mandate

The purpose of this report is to provide a general indication of the present physical condition of the building(s) with respect to easily visible portions of the structure; enclosure; site work; mechanical, electrical, and plumbing systems; interior finishes and active fire safety systems. Passive fire safety systems (e.g., fire containment and egress), furniture, and equipment, are specifically excluded from our mandate. We were to record deficiencies or conditions noted during a single visual walk-through review that, in our opinion, will likely require Capital expenditures by the Owner over the next 10 years. Capital expenditures are defined as expenditures that are expected to exceed an annual threshold of \$5,000 per building, and are not normally associated with routine maintenance.

Our opinion of costs, assume a prudent level of ongoing maintenance. It is not within our mandate to check the adequacy of existing maintenance practices, or confirm that all mandatory system tests and inspections have been completed (e.g., annual fire alarm testing). In the course of our review, we may identify some maintenance-type issues, but this should not be seen to indicate that a maintenance audit has been completed.

Our mandate was to complete a visual walk-through survey of items, components, and systems that are conspicuous, patent, and that may be observed visually during the walk-through survey without intrusion, removal of material, exploratory probing, and the use of special equipment or design calculations. Therefore, concealed physical deficiencies and design inadequacies are specifically excluded from our mandate. Our interviews of building personnel attempt to uncover known concerns at the property, but we cannot attest to the integrity or knowledge of the interviewees, nor can this process, or the scope of work in its entirety, be considered technically exhaustive or be considered to eliminate all risks related to owning this property. Only conditions actually seen during examination of representative samples can be said to have been assessed, and comments on the balance of the conditions are assumptions based upon extrapolation.

Our mandate does not include an exhaustive review of visible conditions against all code, property standards by-law, or other legislative requirements that existed at the time of construction, or that may retroactively apply, including Human Rights Code violations. We do consider the following, where applicable: window opening restrictors, daytime light levels in corridors, stairs, and garages, elevator equipment guarding, and backflow preventers. In the course of our review, our site reviewers may also identify other potential compliance concerns, but the identification of these concerns should not be seen to indicate that an exhaustive review has been completed.

Our mandate is to provide opinions of probable costs that reflect the repair strategies that we foresee and should be considered preliminary budgets only. Accurate figures can only be obtained by establishing a scope of work and receiving quotes from suitable contractors. We cannot guarantee the actual age of equipment, apparent maintenance practices, or the service lives that we have predicted. Time frames given for undertaking work represent our opinion of when to budget for the work. Failure of the item, or the optimum repair/replacement process, may vary from our estimate. There can be no assurance that this forward-looking information will prove to be accurate, as actual results and future events could differ materially from those anticipated. Accordingly, readers should not place undue reliance on forward-looking information. Typically further investigation and design will be needed to firm up construction budgets and timing for any significant projects.



In selecting repair strategies, we try to select strategies to match the client's business strategy for the building, when this is communicated to us. In many circumstances, more or less conservative repair approaches could be selected. Our opinions of costs apply only to the strategies described in our report.

Our review was intended to identify conditions resulting from past and current uses. Additional evaluation may be required if a change of use, renovations or additions are anticipated.

As per our Conditions of Assignment issued at the time of engagement, we note the following conditions related to this report:

- Our liability to the Client in Contract and Tort is limited to \$5,000,000.
- The Client has made available all relevant information or data pertinent to the Project to the Consultant. The Consultant is entitled to rely upon the accuracy and completeness of such information and data furnished by or on behalf of the Client.
- The Client expressly agrees that the individuals engaged by the Consultant, including sub-consultant engaged to perform portions of the work which are not within the Consultant's range of services, shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or any other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of the individuals in their personal capacity.

Survey Method

WSP visited the site on July 22, 2015.

WSP reviewed the building structure; building envelope; portions of the interior; the site; and the mechanical, electrical, plumbing, and active life safety systems.

Our field observers were Dylan Conners, B.A.Sc., Nathan Murphy, P.Eng. and Andrew Stevenson, P.Eng. The report was prepared by the field observers and reviewed by Paul Chisholm, P.Eng. of WSP.

The survey consisted of a visual review of samples of the following:

- the exterior walls and windows from ground level; sample locations from the flat roof level; and from interior areas where possible.
- the roofs; the flat roof and the sloped roof from the flat roof.
- service areas: mechanical room and electrical closet.
- common areas: garage, corridor, lunch room, men's locker room, lounge and office.
- the perimeter site.



Information Provided

David Gemmill, Deputy Chief of Operations answered our questions about the history of performance of the various systems, described existing capital plans, etc., and accompanied us during our site visit.

A questionnaire was issued to the County requesting information regarding known problems, past repairs, etc. The information received was reviewed, and included in the report.

The following drawings were provided:

- Architectural Renovation drawings (Issued for Tender) by Ernest A. Cromarty Inc. dated February 2009.
- Mechanical Renovation drawings by Atira Engineering dated July 2008.
- Mechanical Renovation drawings (Issued for Tender) by Atira Engineering dated February 2009.

Respectfully submitted,
WSP Canada Inc.



Dylan Conners, B.A.Sc.
Site Reviewer, Report Author & Project Manager



Nathan Murphy, P.Eng.
Site Reviewer & Report Author



Andrew Stevenson, P.Eng.
Site Reviewer & Report Author



Paul Chisholm, P.Eng.
Report Reviewer & Technical Lead



Chris Carker, B.Eng.
Project Principal



Limitations

WSP Canada Inc. is the "Consultant" referenced throughout this document.

The scope of our work and related responsibilities related to our work are defined in our project authorization ("Conditions of Assignment").

Any user accepts that decisions made or actions taken based upon interpretation of our work are the responsibility of only the parties directly involved in the decisions or actions.

Any use which a third party makes of this work, or any reliance on or decisions made based on it, are the responsibility of such third parties. Any third party user of this report specifically denies any right to any claims, whether in contract, tort and/or any other cause of action in law, against the Consultant (including Sub-Consultants, their officers, agents and employees). The work reflects the Consultant's best judgement in light of the information reviewed by them at the time of preparation. It is not a certification of compliance with past or present regulations. Unless otherwise agreed in writing by the Consultant, it shall not be used to express or imply warranty as to the fitness of the property for a particular purpose. No portion of this report may be used as a separate entity; it is written to be read in its entirety.

Only the specific information identified has been reviewed. No physical or destructive testing and no design calculations have been performed unless specifically recorded. Conditions existing but not recorded were not apparent given the level of study undertaken. Only conditions actually seen during examination of representative samples can be said to have been appraised and comments on the balance of the conditions are assumptions based upon extrapolation. Therefore, this work does not eliminate uncertainty regarding the potential for existing or future costs, hazards or losses in connection with a property. We can perform further investigation on items of concern if so required.

The Consultant is not responsible for, or obligated to identify, mistakes or insufficiencies in the information obtained from the various sources, or to verify the accuracy of the information.

No statements by the Consultant are given as or shall be interpreted as opinions for legal, environmental or health findings. The Consultant is not investigating or providing advice about pollutants, contaminants or hazardous materials.

The Client and other users of this report expressly deny any right to any claim against the Consultant, including claims arising from personal injury related to pollutants, contaminants or hazardous materials, including but not limited to asbestos, mould, mildew or other fungus.

Applicable codes and design standards may have undergone revision since the subject property was designed and constructed. As an example, design loads (such as those for temperature, snow, wind, rain, seismic etc) and the specific methods of calculating the capacity of the systems to resist these loads may have changed significantly. Unless specifically included in our scope, no calculations or evaluations have been completed to verify compliance with current building codes and design standards.

Budget figures are our opinion of a probable current dollar value of the work and are provided for approximate budget purposes only. Accurate figures can only be obtained by establishing a scope of work and receiving quotes from suitable contractors.

Time frames given for undertaking work represent our opinion of when to budget for the work. Failure of the item, or the optimum repair/replacement process, may vary from our estimate.



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PHOTOS



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Photo No. 1: Street view of the east elevation



Photo No. 2: Steel-framed roof deck



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Photo No. 3: Cracks filled in slab-on-grade



Photo No. 4: Deteriorated foundation wall



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Photo No. 5: North elevation



Photo No. 6: West elevation



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Photo No. 7: South elevation



Photo No. 8: Typical window



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Photo No. 9: East entrance door



Photo No. 10: Typical overhead door



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Photo No. 11: Flat roof at south



Photo No. 12: Sloped roofing



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Photo No. 13: Smoke alarm



Photo No. 14: Residential style CO detector



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Photo No. 15: Emergency lighting wallpack



Photo No. 16: Generator



250 Palace Road, Kingston

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Photo No. 17: Automatic transfer switch



Photo No. 18: Garage finishes

250 Palace Road, Kingston

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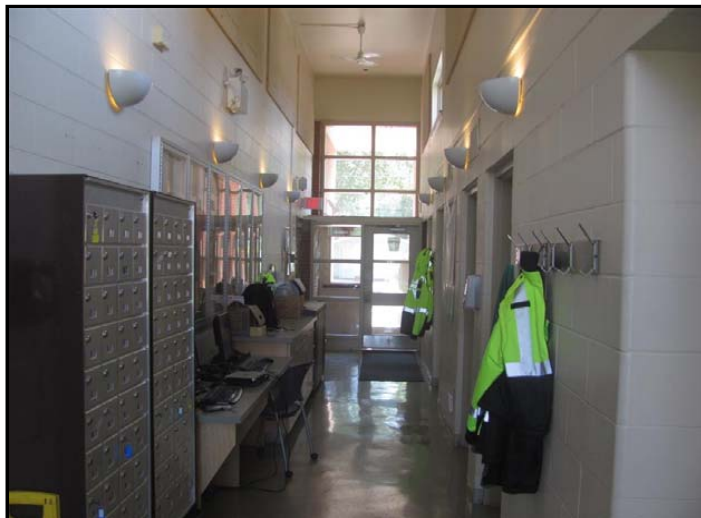


Photo No. 19: Main corridor



Photo No. 20: Kitchen



250 Palace Road, Kingston

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Photo No. 21: Lounge



Photo No. 22: Office



250 Palace Road, Kingston

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Photo No. 23: Typical washroom finishes



Photo No. 24: Soft landscaping



250 Palace Road, Kingston

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Photo No. 25: Outdoor patio



Photo No. 26: Paving at north



250 Palace Road, Kingston

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Photo No. 27: Paving at east



Photo No. 28: Closely-spaced cracks at Palace Rd



250 Palace Road, Kingston

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Photo No. 29: Garage gas detection system



Photo No. 30: Heat recovery ventilator



250 Palace Road, Kingston

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Photo No. 31: Rooftop unit



Photo No. 32: Gas-fired radiant heaters



250 Palace Road, Kingston

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Photo No. 33: Domestic hot water tank heater



Photo No. 34: Incoming domestic water service



250 Palace Road, Kingston

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Photo No. 35: Electrical closet



Photo No. 36: Photovoltaic equipment



250 Palace Road, Kingston

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Photo No. 37: Corridor lighting



Photo No. 38: Garage lighting



Appendix A - Expenditure Table with Grading Scale



Palace Road, 250 Palace Road, Kingston, Ontario, Canada										Overall Rating: B		★★★★	Projected Expenditures									
Item	Description	Letter Grade	Rating	Class	Status	Present Cost	First Occur.	Cycle	No. Occur.	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024			
1	STRUCTURE																					
1.1.1	Repair Foundation Wall - Northwest Corner	D	★★	3	Forecasted	\$13,318	2015	99	1	\$13,318												
2	BUILDING ENVELOPE																					
2.2.1	Replace Corridor Windows - Incl. Entrance Doors	A	★★★★★	3	Forecasted	\$25,208	2023	30										\$29,535				
2.3.1	Replace Garage Overhead Doors	A	★★★★★	3	Forecasted	\$18,713	2021	10								\$21,074						
3	FIRE SAFETY																					
4	FINISHES, FURNITURE AND EQUIPMENT																					
4.1.1	Replace Vinyl Flooring	A	★★★★★	3	Forecasted	\$6,407	2024	15											\$7,657			
5	SITE																					
5.2.1	Replace Asphalt Paving	B	★★★★	3	Forecasted	\$67,163	2018	20					\$71,274									
6	HVAC																					
6.2.1	Replace Rooftop Unit	A	★★★★★	3	Forecasted	\$9,356	2020	15							\$10,330							
6.3.1	Replace Radiant Tube Heaters	A	★★★★★	3	Forecasted	\$8,447	2022	13									\$9,703					
7	PLUMBING																					
7.1.1	Replace DHW Tank Heater	A	★★★★★	3	Forecasted	\$8,447	2021	12								\$9,513						
7.2.1	Install Backflow Preventer	D	★★	4	Forecasted	\$5,069	2016	25			\$5,170											
8	ELECTRICAL																					
Total Projected Expenditures										\$13,318	\$5,170	\$0	\$71,274	\$0	\$10,330	\$30,587	\$9,703	\$29,535	\$7,657			





Report 2015-115

Council Information Report

To: Warden and Council Members of the County of Frontenac
From: Kelly J. Pender, Chief Administrative Officer
Prepared by: Marian VanBruinessen, Director of Corporate Services/Treasurer
Date of meeting: November 18, 2015
Re: Corporate Services – 2015 Third Quarter Financial Summary

Recommendation

This Report is for information purposes only.

Background

The County of Frontenac Financial Summary for the Third Quarter of 2015 is attached.

Comment

Most variances are primarily due to timing with additional comments provided below:

Revenue

Requisition on Municipalities: Amounts will be reconciled at year end.

Federal and Provincial Transfers: The 2015 funding for Land Ambulance received in mid-May indicated slightly more funding than budgeted. This will be evident in future reports. The Provincial transfer for Ferry is substantially under budget, but will be reconciled at year end. Fairmount's funding to the end of the 3rd quarter is greater than budget.

Fees and Service Charges: Fairmount resident revenues are over budget, but are reconciled at year end against Provincial revenue so that the total amount received from the Province and the residents is within the prescribed Ministry of Health funding for Fairmount Home. Ferry ticket sales are on budget in the third quarter of 2015. Economic Development has received a portion of the Age-Friendly Community Planning grant in the third quarter.

Other Income: Provincial Offences net revenue is lower than budget. Variance is primarily due to less revenue than anticipated being received for MicroFit projects.

City of Kingston Contribution: City of Kingston contributions will be reconciled at year end.

Expenses

Salaries and Benefits: Fairmount is under budget overall in salaries and benefits, but it should be noted that overtime exceeds budget by \$26,700 at the end of the third quarter. Management is reviewing and looking at strategies to mitigate this over expenditure during the rest of the year. Frontenac Paramedic Service is over budget primarily due to accommodated work, modified work, overtime and sick leave.

Materials: Timing accounts for most of the variance. As noted in the first quarter report under Land Ambulance there is an additional \$31,281 in Ebola expense that was not budgeted in 2015.

Contracted Service: Timing accounts for variance as projects are not yet all underway. As noted in the second quarter report, the Land ambulance base maintenance contracts are over budget due to the unanticipated requirement to replace garage doors at Station 3.

Rent and Financing: These expenses are on budget.

External Transfers: These are processed at year end.

Sustainability Implications

Within Directions for Our Future, the vision statement associated with Capacity Building and Governance states that "Government decision-making processes are clear, forward thinking and focused on the longer term". By reviewing quarterly financial statements, Council can assure itself that the direction given through the 2015 budget is being carried out. At the same time, this information is being shared publicly

Organizations, Departments and Individuals Consulted and/or Affected

Senior Leadership Team

**County of Frontenac
Summary of All Departments
2015 Third Quarter Variance**

	2015	2015	2015		
	BUDGET	BUDGET	ACTUALS	VARIANCE	VARIANCE
	3rd QTR	3rd QTR	3rd QTR	3rd QTR	3rd QTR
	\$	\$	\$	\$	%
Operating Revenue					
Taxation and User charges					
Taxation from other governments	70,000	-2,400	-2,356	44	-1.83%
User charges	3,205,297	2,466,250	2,490,532	24,282	0.98%
Payments in lieu of taxes	42,805	0	0	0	
Grants					
Federal and Provincial	14,387,039	10,713,109	10,639,116	-73,993	-0.69%
Other					
Financing					
Provincial Offences Net Revenue	198,623	148,968	130,148	-18,820	-12.63%
Investment Income	140,000	105,000	66,675	-38,325	-36.50%
Other	190,289	125,976	118,400	-7,576	-6.01%
Total	18,234,053	13,556,903	13,442,515	-114,388	-0.84%
Transfer from Obligatory reserve	1,095,185	0	0	0	
Transfer from reserves	612,749	3,000	3,000	0	
Total Operating Revenue and Reserve Transfer	19,941,987	13,559,903	13,445,515	-114,388	-0.84%
Operating Expense					
Salaries & benefits	23,931,536	17,782,332	18,069,501	287,169	1.61%
Materials	2,896,806	1,515,596	1,470,530	-45,066	-2.97%
Contracted Service	7,996,766	5,843,946	5,397,073	-446,873	-7.65%
Rent and Financing	225,134	169,663	165,137	-4,526	-2.67%
External Transfers	150,300	76,800	96,000	19,200	25.00%
Depreciation	1,538,526	1,121,857	1,125,101	3,244	0.29%
Total Operating Expense	36,739,068	26,510,194	26,323,342	-186,852	-0.70%
Reserve Transfers	1,054,175	0	33,750	33,750	
Total Operating Expense with Reserve transfers	37,793,243	26,510,194	26,357,092	-153,102	-0.58%
 NET MUNICIPAL CONTRIBUTION	 17,851,256	 12,950,291	 12,911,577	 -38,714	 -0.30%
less depreciation (non-cash)	1,538,526	1,121,857	1,125,101	3,244	0.29%
<u>NET MUNICIPAL CONTRIBUTION less depreciation</u>	<u>16,312,730</u>	<u>11,828,434</u>	<u>11,786,476</u>	<u>-41,958</u>	<u>-0.35%</u>
 Other Municipal Contribution	 -7,926,238	 -5,944,678	 -5,731,666	 213,012	 -3.58%
<u>County Contribution</u>	<u>8,386,492</u>	<u>5,883,756</u>	<u>6,054,810</u>	<u>171,054</u>	<u>2.91%</u>
 <u>NET CAPITAL EXPENSE</u>	 <u>586,156</u>	 <u>104,408</u>	 <u>123,970</u>	 <u>19,562</u>	 <u>18.74%</u>
 Other Municipal Contribution	 -526,655	 0	 -108,727	 -108,727	
<u>County Contribution</u>	<u>59,501</u>	<u>104,408</u>	<u>15,243</u>	<u>-89,165</u>	<u>-85.40%</u>
 <u>NET CONTRIBUTION TO DEBENTURE</u>	 <u>210,295</u>	 <u>251,472</u>	 <u>220,993</u>	 <u>-30,479</u>	 <u>-12.12%</u>
 Requisition	 8,656,290	 6,239,636	 6,291,046	 51,410	 0.82%

Frontenac County Advisory Committees – Accessibility Advisory Committee Update Report
June 15, 2015

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**County of Frontenac
Fairmount Summary
2015 Third Quarter Variance**

	2015	2015	2015		
	BUDGET	BUDGET	ACTUALS	VARIANCE	VARIANCE
	BUDGET	3rd QTR	3rd QTR	3rd QTR	3rd QTR
	\$	\$	\$	\$	%
Operating Revenue					
Taxation and User charges					
User charges	2,940,333	2,205,250	2,210,223	4,973	0.23%
Grants					
Federal and Provincial	5,344,080	4,008,060	4,077,821	69,761	1.74%
Other					
Financing					
Other	86,468	64,851	53,405	-11,446	-17.65%
Total	8,370,881	6,278,161	6,341,449	63,288	1.01%
Transfer from reserves	92,434	0	0	0	
Total Operating Revenue and Reserve Transfer	8,463,315	6,278,161	6,341,449	63,288	1.01%
Operating Expense					
Salaries & benefits	8,815,689	6,561,344	6,407,425	-153,919	-2.35%
Materials	939,382	716,966	698,695	-18,271	-2.55%
Contracted Service	1,202,551	918,872	855,314	-63,558	-6.92%
Depreciation	520,766	390,574	397,866	7,292	1.87%
Total Operating Expense	11,478,388	8,587,756	8,359,300	-228,456	-2.66%
Reserve Transfers	111,592	0	0	0	
Total Operating Expense with Reserve transfers	11,589,980	8,587,756	8,359,300	-228,456	-2.66%
NET MUNICIPAL CONTRIBUTION	3,126,665	2,309,595	2,017,851	-291,744	-12.63%
less depreciation (non-cash)	520,766	390,574	397,866	7,292	1.87%
NET MUNICIPAL CONTRIBUTION less depreciation	2,605,899	1,919,021	1,619,985	-299,036	-15.58%
Other Municipal Contribution	-1,722,648	-1,291,986	-1,101,591	190,395	-14.74%
County Contribution	883,251	627,035	518,394	-108,641	-17.33%
NET CAPITAL EXPENSE	206,525	92,777	108,727	15,950	17.19%
Other Municipal Contribution	-197,480	0	-108,727	-108,727	
County Contribution	9,045	92,777	0	-92,777	-100.00%
NET CONTRIBUTION TO DEBENTURE	210,295	251,472	220,993	-30,479	-12.12%
Requisition	1,102,591	971,284	739,387	-231,897	-23.88%

**County of Frontenac
Frontenac Paramedic Service Summary
2015 Third Quarter Variance**

	2015	2015	2015		
	BUDGET	BUDGET	ACTUALS	VARIANCE	VARIANCE
	3rd QTR	3rd QTR	3rd QTR	3rd QTR	3rd QTR
	\$	\$	\$	\$	%
Operating Revenue					
Taxation and User charges					
User charges	0	0	5,448	5,448	
Grants					
Federal and Provincial	8,158,005	6,105,329	6,057,682	-47,647	-0.78%
Other					
Financing					
Other	0	0	2,567	2,567	
Total	8,158,005	6,105,329	6,065,697	-39,632	-0.65%
Transfer from reserves	20,000	0	0	0	
Total Operating Revenue and Reserve Transfer	8,178,005	6,105,329	6,065,697	-39,632	-0.65%
Operating Expense					
Salaries & benefits	12,822,823	9,534,460	9,969,915	435,455	4.57%
Materials	922,974	628,107	634,932	6,825	1.09%
Contracted Service	1,443,655	1,152,153	1,093,346	-58,807	-5.10%
Rent and Financing	224,884	169,663	165,137	-4,526	-2.67%
Depreciation	640,529	480,396	464,855	-15,541	-3.24%
Total Operating Expense	16,054,865	11,964,779	12,328,185	363,406	3.04%
Reserve Transfers	641,242	0	0	0	
Total Operating Expense with Reserve transfers	16,696,107	11,964,779	12,328,185	363,406	3.04%
NET MUNICIPAL CONTRIBUTION	8,518,102	5,859,450	6,262,488	403,038	6.88%
less depreciation (non-cash)	640,529	480,396	464,855	-15,541	-3.24%
<u>NET MUNICIPAL CONTRIBUTION less depreciation</u>	<u>7,877,573</u>	<u>5,379,054</u>	<u>5,797,633</u>	<u>418,579</u>	<u>7.78%</u>
Other Municipal Contribution	-6,203,589	-4,652,692	-4,630,075	22,617	-0.49%
<u>County Contribution</u>	<u>1,673,984</u>	<u>726,362</u>	<u>1,167,558</u>	<u>441,196</u>	<u>60.74%</u>
<u>NET CAPITAL EXPENSE</u>	<u>339,883</u>	<u>-28,117</u>	<u>0</u>	<u>28,117</u>	<u>-100.00%</u>
Other Municipal Contribution	-329,175	0	0	0	
<u>County Contribution</u>	<u>10,708</u>	<u>-28,117</u>	<u>0</u>	<u>28,117</u>	<u>-100.00%</u>
Requisition	1,684,692	698,245	1,167,558	469,313	67.21%



Report 2015-116

Information Report to Council

To: Warden and Council Members of the County of Frontenac
From: Kelly J. Pender, Chief Administrative Officer
Prepared by: Anne Marie Young, Manager of Economic Development
Date of meeting: November 18, 2015

Re: Department – Planning & Economic Development – K&P Trail Update

Recommendation

This report is for information purposes only.

Background

The unopened portion of the K&P rail bed, acquired by the County of Frontenac in 2008, runs through the Township of South Frontenac and part of the Township of Central Frontenac. The County's acquisition of the land was undertaken as part of its economic stimulation efforts. The development of this multi-use trail offers an alternative transportation network for our residents and visitors, links us into the Trans Canada Trail system, connects our communities, and provides healthy lifestyle and recreational opportunities. County Council adopted the implementation of the Frontenac K&P Trail at its October 2009 regular meeting. Since that time the construction has proceeded in phases and to date five bridges have been reconstructed as well as approximately 40 km of trail has been developed.

Comment

At the September 2015 regular County Council meeting staff reported that a contract was awarded to Crains' Construction Ltd to develop the trail in the Township of Central Frontenac from north of Fish Creek Road to Fream Street in Tichborne. It was also noted that several components of the development could not be determined in actual amounts before the request for quotation was issued. These included the amount of granular B and the size and number of culverts required and that it was expected the price of the actual build will come in more than the bid. The amount of actual granular "B" used was over 7000 tonnes and six culverts were installed for a total amount of \$177,468.05 before HST.

Initially the trail development was to stop at Fream Street and Fream was then to be used to access Rd 38 and users would then travel along 38 to and across the public

crossing of the rail tracks. Stopping at Fream Street was also done to avoid the Canadian Pacific rail yard. However after several conversations with the local residents it was made obvious that stopping at this location was an unsafe solution. Here local residents access their mailboxes, some travel to their homes on the east side of the trail, and it is an access to the local outdoor rink where people park.

Staff consulted with the contractor and Central Frontenac staff to determine an alternate route and subsequently the trail was then extended across Fream Street and veering left of the rail yard exits to Rd 38 just before the railway road crossing. Further, to alleviate the traffic and parking issues at the outdoor rink, the trail was widened and an adequate sized parking lot was established. Central Frontenac took the opportunity to extend the parking lot a bit further to enhance areas around the rink hut and privies. The parking lot will be utilized for both users of the outdoor rink and of the trail.

Other work includes stone dust from Fish Creek Road to Oclee Lane access and gates at these locations.

Sustainability Implications

This project supports a number of focus areas adopted in *Directions for Our Future* and is directly identified in *Sustainable Actions 2014* under the economic pillar of sustainability as – Trail Network Development. The project supports the development of a network of trails in the County facilitating recreation and transportation networks and promoting active lifestyles.

Financial Implications

The Development of the Frontenac K&P Trail–Phase 4 and the additions fall within the budget allotment for 2015.

Organizations, Departments and Individuals Consulted and/or Affected

Township of Central Frontenac
Residents of Tichborne



Report 2015-117

Council Information Report

To: Warden and Council of the County of Frontenac

From: Kelly J. Pender, Chief Administrative Officer

Prepared by: Steven Silver, Interim Administrator of Fairmount

Date of meeting: November 18, 2015

Re: Fairmount Home – 2015 3rd Quarter Activity Report

Recommendation

This Report is for information purposes only.

Background

The following information is an update regarding the activities/challenges at Fairmount from July 1 to September 30, 2015.

Comment

Family Information Session

A family information session was held on September 29th. The Management team provided an update of the initiatives underway at Fairmount. Topics included wi-fi in resident rooms, the elevator repairs which occurred during the summer, palliative care and dietary. The meetings provide an appreciated interactive forum in the absence of a formal Family Council.

Medical Director Position

Dr. Anne Gaskin has confirmed that she will be leaving the position effective December 28, 2015. A transition plan is being put in place and we will be advertising an "expression of interest for Medical Director" in November. Fairmount is fortunate to have a fulltime Nurse Practitioner.

Third Quarter Statistics

Measurable Statistic	Number of Occurrences	Comment
Number of new admissions	12	
Number of resident deaths	11	
Number of discharges to other facilities	7	
Number of MOHLTC unusual occurrences	8	2 falls, 4 behavior incidents, and 2 elevator out of order reports
Number of public health incidents (outbreaks)	0	
Number of new CUPE grievances	0	
Number of new WSIB Form 7's	8	
Number of employees on prolonged Short Term Disability	12	
Number of employees on Long Term Disability	5	
Staff Changes: employment ended	3	
retirements	0	
resignations	18	Casual employees who are no longer available for call ins
external hires	6	
internal postings	26	

Sustainability Implications

N/A

Financial Implications

N/A

Organizations, Departments and Individuals Consulted and/or Affected

Fairmount Management Team
Fairmount Staff
Frontenac County Staff
Residents
Volunteers



Report 2015-118

Council Information Report

To: Warden and Council Members of the County of Frontenac
From: Kelly J. Pender, Chief Administrative Officer
Prepared by: Gale Chevalier, Deputy Chief of Performance Standards
Date of meeting: November 18, 2015

Re: Emergency and Transportation Services – CSSP research Federal Research Project with Queen's University

Recommendation

This Report is for information purposes only.

Background

On July 15, 2015 Council of the County of Frontenac passed By-Law Number 20150031 to execute an Agreement with the Government of Canada to conduct the research project on Canadian Paramedic Health and Wellness.

Comment

At the November 18, 2015 Council meeting, researchers Steven L. Fischer, PhD, R.Kin, Assistant Professor, Department of Kinesiology, Faculty of Applied Health Sciences, University of Waterloo and Renee S. MacPhee, PhD, Associate Professor, Health Sciences / Kinesiology & Physical Education Departments, Wilfrid Laurier University will be in attendance to provide Council with an overview and update on this project.

A Project Advisory Team has been established and Terms of Reference Developed (see attached). The Project is proceeding on schedule and the first two deliverables have been submitted to the Canadian Safety and Security Program.

Of note, Dr. Steven Fischer has relocated from Queen's University to the University of Waterloo. He will continue to lead the Project and will be subcontracted by Queen's University.

Sustainability Implications

Sustaining the health and wellness of our most important asset; our paramedics, is critical to providing our mission to deliver excellent service to our communities, to

provide patient care and response that meets and exceeds objective and measurable standards, and to increase public awareness of health risks and injury prevention.

The deliverables of this project are intended to help the county better understand and protect the paramedics' physical and mental wellness, further enabling them to invest and maintain a strong and sustainable workforce.

Financial Implications

Funding is provided through the Canadian Safety and Security Program led by Defense Research and Development Canada's Centre for Security Science (DRDC CSS) in partnership with Public Safety Canada.

Organizations, Departments and Individuals Consulted and/or Affected

Defense Research and Development Canada's Centre for Security Science
Paramedic Chiefs of Canada
Paramedic Association of Canada
Canadian Union of Public Employees
Queen's University
University of Waterloo
Wilfred Laurier University

Canadian Paramedic Health and Wellness Project

Canadian Paramedic Health and Wellness Project – CSSP-2015-CP-2108

Project Advisory Committee Terms of Reference

MONITORING: Annual Review

APPROVED: Tbd, 2015

AMMENDED:

REFERENCES:

Background:

In 2014, the Canadian Safety and Security Program (CSSP) acknowledged the need to identify and document the workforce profile and demographic trends within the paramedic community. The Canadian Paramedic Health and Wellness Project will address that need by employing a random sampling survey strategy to document the workforce profile for paramedics in Canada. Over the two year duration of the project, a survey tool will be developed and verified through pilot testing; administered to a random sample of paramedics stratified by province; follow-up focus group meetings and physical fitness testing session will occur to cross validate the survey data; and, a final report describing the workforce profile for paramedics in Canada will be delivered.

Purpose of the Advisory Committee:

The purpose of the Project Advisory Committee will be to provide guidance and oversight to support the development, implementation, and reporting of results related to this project to ensure that the:

- survey addresses key areas of concern to the paramedic community;
- survey can be administered in a manner that reduces the potential for error (e.g., non-coverage, non-response, or measurement error); and,
- results are disseminated using appropriate media and through appropriate channels.

Membership:

The Project Advisory Committee will consist of the following seven (7) individuals, representative of key stakeholder groups:

- Stephan Scalabrini, Paramedic Chiefs of Canada (PCC);
- Pierre Poirier, Paramedic Association of Canada (PAC);
- Doug Allen, Canadian Union of Public Employees (CUPE);
- Doug Socha, DRDC Technical Authority for the Project;

Canadian Paramedic Health and Wellness Project

- Gale Chevalier (Frontenac Paramedic Service), Project Champion; and
- lead investigators Steven Fischer (Queen's University / University of Waterloo) & Renee MacPhee (Wilfrid Laurier University), who will co-chair the Project Advisory Committee

Project Advisory Committee members are asked to serve for a two-year term beginning September 15th, 2015. In the event that a member must resign from the committee, they will be required to nominate a replacement to represent their designated stakeholder group.

Working methods and Responsibilities:

The Project Advisory Committee will work together through group meetings and information sharing. It is expected that the total two-year time commitment will require approximately 20 hours of meetings and additional individual work to support key project milestones (e.g., supporting knowledge transfer).

- **Group Meetings**
 - We anticipate 1-2 meetings per task (see below):

Task	Deliverable	Dates	Meeting objectives
1 – Establish Project Advisory Committee	Advisory Committee Terms of Reference (document)	Sep 15– Sep 30, 2015	Revise & approve terms of reference
2 – Develop the Canadian Paramedic Health and Wellness Survey (CPHWS)	Canadian Paramedic Health and Wellness Survey – Version 1 (document)	Sept 15– Sept 30, 2015	Identify topics for probing, revise & approve CPHWS V1
3 – Develop Survey Administration Logistics Plans	Survey Distribution Plan (document)	Oct 1 – Nov 27, 2015	Establish a registry of paramedic services
4 – Pilot then refine CPHWS	Canadian Paramedic Health and Wellness Survey – Version 2 (document)	Nov 30, 2015 – Mar 25, 2016	Review feedback, revise & approve CPHWS V2
5 – Administer the Survey	Interim Report I – Response Rates (document)	Mar 28– Oct 28, 2016	Develop communications plan to encourage participation, revise & approve interim report I

Canadian Paramedic Health and Wellness Project

6 – Survey Data Analysis	Interim Report II – Preliminary Results (document)	July 2, 2016 – Feb 28, 2017	Revise & approve interim report II
7 – Cross Validation	Interim Report III– Cross Validation Results (document)	Sept 2, 2016 – Mar 31, 2017	Revise & approve interim report III
8 - Reporting	Final CSS Close-out Report (document) CSS Final Science and Technology Report (document)	Mar 1, 2017 15 – Mar 31, 2017	Revise & approve CSS Final Science and Technology Report

- Meetings will be organized and co-chaired by Steven Fischer and Renée MacPhee
- Meeting agenda's will be distributed, by e-mail, in advance where agenda items will be tied to objectives as noted above
- Meetings will occur via web-conference (details to follow)
- Fischer or MacPhee will record meeting minutes
- **Sharing of information and resources (including confidential materials)**
 - Project Advisory Committee members will be provided access to a shared cloud storage.
 - E-mail will be used to share information between scheduled web-conference meetings.



Report 2015-121

County Council Information Report

To: Warden and Council
From: Kelly J. Pender, Chief Administrative Officer
Date of meeting: November 18, 2015

**Re: Corporate Services – Pine Meadows Retirement Home – Northbrook –
Additional Information to Request for Support**

Recommendation

This report is for information purposes only.

Background

County Council at its Committee of the Whole meeting on November 12th requested further information related to a review of the Pine Meadows financial statements.

Comment

Pine Meadows is a 60 bed home operating in Northbrook. Fairmount Home is a 128 bed facility in close proximity to the City of Kingston. Geographic location does have an impact of the operational costs of each facility.

The financial statements provided by Pine Meadows are as at March 31, 2015. A discussion with the Administrator identified the following

- Square footage of Pine Meadow – all on one level.
 - Existing: 24,313.2 sq. ft.
 - Addition: 12,253.4
 - Total: 36,566.6 sq. ft.
- Occupancy of the approved 59 Long term care beds and 1 respite bed was phased in starting in October 2014. The financial statements as at March 31, 2015 only reflect part-year operations of the new addition.
- The redevelopment included 4 new beds which are currently not licenced and therefore not in service. As the Province is not adding long term care beds to the

Provincial complement, the process will require that the licence for these 4 beds is purchased from a long term care facility that is willing to relinquish 4 beds. These beds have to come from within the same Local Healthcare Integration Network (LHIN).

- Staffing requirements for the additional 4 beds are not yet provided.
- The deficit as at March 31, 2015 relates to the additional costs related to the construction project. The construction loan was rolled into a mortgage after March 31, 2015 so the carrying costs of this debt are not reflected on the financial statements
- The replacement reserve which is shown at \$146,150 on the statements was used for the renovation project. It is anticipated that there will be a balance of \$31,000 in that reserve at the end of December 2015
- Pine Meadows is receiving \$240,000 annually from the Ministry of Health to offset the cost of the renovation

Comparative operational review of Pine Meadows and Fairmount Home.

Per bed comparison	Pine Meadow March, 2015	Fairmount Home December, 2014
No, of beds	60	128
Physical layout	one level	3 levels - elevators
Square footage	36,566	72,679

Operating per bed	\$	\$
Salaries and benefits	51,344	68,823
Other operating costs	15,222	16,757
Total cost (not incl. depreciation)	66,567	85,581

It is evident that salaries and benefits are the greatest difference in operational costs between Pine Meadows and Fairmount Home. Actual wage and benefits rates have not been provided by Pine Meadows. The difference in wage rates might be attributable to the proximity to Kingston and the competition for health care providers from other long term care facilities and hospitals in the local area.

In terms of benefits Pine Meadows provides up to 4% of employee voluntary contributions to a pension plan. The County is obligated to enrol employees in the OMERS pension plan, the cost of which is 9% of CPP maximum earnings and an additional 14.6% of earnings that exceed that threshold.

Total compensation would also be affected by staffing patterns which differ from Fairmount Home.

Other operating costs per bed are very similar.

Comparative asset review of Pine Meadows and Fairmount Home.

Fairmount has 3.5 times the asset base of Pine Meadows. However the County is only responsible for 32% of the Fairmount Home budget and its 32% contribution is reflected below.

Per bed comparison	Pine Meadow March 2015	Fairmount Home December 2014
Total assets	\$9,913,560*	\$21,537,966

*PM includes new addition not yet put in service on the financial statements (\$5,680,340)

Annual allocation to capital reserve	60,000	72,592**
Balance in replacement reserve as of Dec. 2015	31,000	1,269,900**

** County share is 32% of all asset replacement cost

RISK:

Council has provided direction to staff to implement a Total Compensation Management approach to bargaining. This approach directs that wages and benefits negotiated should not exceed the Consumer Price Index.

Funding Pine Meadows, a non-mandated long term care facility, will have an ongoing longer term impact on the County's ability to negotiate in accordance with its Labour Relations Strategy in the 2017 and future negotiations could exacerbate the differences between salaries and benefits between Pine Meadows and Fairmount Home.

Sustainability Implications

Governance – appropriate stewardship of County resources.

Financial Implications

The total request from Pine Meadows has been clarified as \$105,750.

No. of Payments

	Annual	2016 % Levy Impact
1	\$105,750	1.23%
2	\$52,875	0.61%
3	\$35,250	0.41%
4	\$26,438	0.31%
5	\$21,150	0.25%

Organizations, Departments and Individuals Consulted and/or Affected

Steven Silver, Interim Administrator of Long-Term Care

Margaret Palimaka, Administrator, Pine Meadow Nursing Home



**Committee of the Whole
Report to County Council**

To: Warden and Council Members of the County of Frontenac

From: Jannette Amini
Manager of Legislative Services/Clerk

Date prepared: November 12, 2015

Date of meeting: November 18, 2015

Re: **Committee of the Whole Report to County Council**

The Committee of the Whole reports and recommends the following to County Council for consideration:

Report of the Committee of the Whole

- b) **2015-109
Planning and Economic Development
Establishment of the Canada 150th Anniversary Planning Advisory
Committee**

Be It Resolved That staff be directed to bring forward a report to Council identifying a Canada 150th Anniversary celebration legacy project for the County of Frontenac.

- c) **2015-108
Corporate Services
2016 Draft Budget**

Resolved that the Committee of the Whole of the County of Frontenac accept this Corporate Services – 2016 Draft Budget report and 2016 Draft Budget Document (Appendix A) for discussion;

And further that the Council of the County of Frontenac pass a by-law at its meeting on November 18, 2015 approving the 2016 Budget.

<<DD/MM/YYYY>>

Compact of Mayors
info@compactofmayors.org

Dear Compact of Mayors Secretariat,

I hereby declare the intent of the city of <<name of city>> to comply with the Compact of Mayors, the world's largest cooperative effort among mayors and city leaders to reduce greenhouse gas emissions, track progress, and prepare for the impacts of climate change.

The Compact of Mayors has defined a series of requirements that cities are expected to meet over time, recognizing that each city may be at a different stage of development on the pathway to compliance with the Compact.

I commit to advancing the city of <<name of city>> along the stages of the Compact, with the goal of becoming fully compliant with all the requirements within three years. Specifically, I pledge to publicly report on the following within the next three years:

- The greenhouse gas emissions inventory for our city consistent with the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC), within one year or less
- The climate hazards faced by our city, within one year or less
- Our target to reduce greenhouse gas emissions, within two years or less
- The climate vulnerabilities faced by our city, within two years or less
- Our plans to address climate change mitigation and adaptation within three years or less

Sincerely,

<<Signature>>

<<Name>>
<<Position>>
<<City>>

Cc david.ullrich@glslcities.org

BY-LAW NO. 2015-0046

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to establish a fees and fares schedule for the Frontenac-Howe Islander Ferry operation for the year 2016

WHEREAS Section 391 of the *Municipal Act, 2001, S.O. 2001, c.25, as amended* authorizes a municipality to impose fees or charges on persons:

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control.

AND WHEREAS the Corporation of the County of Frontenac operates a ferry to and from Howe Island known as the Frontenac-Howe Islander Ferry;

AND WHEREAS the Council of the County of Frontenac deems it expedient to adopt the following fees and fares in relation to the Frontenac-Howe Islander Ferry operation for the year 2016;

NOW THEREFORE the Council of the County of Frontenac hereby adopts the following fees and fares structure in relation to the Frontenac-Howe Islander Ferry operation for the year 2016:

1. Definitions:

- (i) **Single Vehicle:** Single vehicle will include a car, motorcycle, van, SUV, or pickup truck.
- (ii) **Heavy Vehicle:** Heavy vehicle will include any vehicle greater than 6,000 kgs and/or 7 metres (23 feet).

2. The 2016 pass shall provide access to both the County and Township operated ferries.

3. A common fee structure shall apply for both the County and Township operated ferries.

4. Fees shall only be collected when vehicles are coming onto Howe Island from either the County or Township operated ferry.

5. 2016 Fees and Fares shall be established as follows:

Annual pass for a single vehicle

* \$250.00

One book of 10 discounted tickets sold per pass holder	\$45.00
One additional annual pass for a single vehicle per household **	* \$63.25
Two way trip for single vehicle	\$6.00
Two way trip for single vehicle with trailer in tow	\$12.00
Additional charges for annual pass holder with trailer in tow	\$6.00
Two way trip for any heavy vehicle	\$15.00
Replacement fee per annual pass (Charged for every replacement)	\$25.00

Definitions**Single Vehicle**

Single vehicle will include a car, motorcycle, van, SUV, or pickup truck

Heavy Vehicle

Any vehicle greater than 6000 kgs and/or 7 metres (23 feet)

- * These fees will be discounted by 10% for applicants who can show documentation indicating they are 65 years of age or older during 2016
 - ** A second pass for \$63.25 will only be available if the second vehicle involved is registered to:
 - The same individual who purchased the first full-price 2016 annual pass
 - An individual who is married to or is in a common-law relationship with the full-price 2016 annual pass purchaser
 - The dependent child of a full-price 2016 annual pass purchaser or the full-price pass purchaser's married or common-law spouse who is under the age of 18
 - The dependent child of a full-price 2016 annual pass purchaser or the full-price pass purchaser's married or common-law spouse who is over the age of 18 only if the dependent child has both the same permanent address as the full-price 2016 annual pass purchaser and is attending school full-time
6. Documentation must be provided that satisfies the staff person issuing the passes.
 7. A third pass at a reduced rate is not available.
 8. Township of Frontenac Islands' vehicles and vehicles which, through previous notification, the Township of Frontenac Islands identifies as undertaking Township business are exempted.
 9. A Memorandum of Understanding addressing the details of this arrangement has been executed to address the sharing of revenues between the County of Frontenac and the Township of Frontenac Islands.
 10. That this by-law shall come into force and take effect on the date of final passing.

Read a first and second time this 18th day of November, 2015.

Read a third time and finally passed this 18th day of November, 201.

The Corporation of the County of Frontenac

Denis Doyle, Warden

Jannette Amini, Clerk

By-Law No. 2015-0047

OF

The Corporation of the County of Frontenac

being a by-law to amend By-law 2015-0013 to authorize the Corporation of the County of Frontenac to distribute the Federal Gas Tax amongst its four lower-tier municipalities

Whereas the Corporation of the County of Frontenac (the Recipient) adopted By-law 2010-0015 which authorized the Warden and Clerk to execute an agreement with AMO regarding the Federal Gas Tax since the execution of that agreement is mandatory if the County of Frontenac wanted to participate in the transfer of federal gas tax revenue;

And Whereas Section 6.2 of the Agreement permits the Recipient to allocate funds to another Eligible Recipient;

And Whereas Council passed By-law 2015-0013 at its regular meeting held March 18, 2015 which authorizes the distribution of Federal Gas Tax Funds amongst the County's four lower tier municipalities for 2015;

And Whereas the Council of the County of Frontenac deems it expedient to amend By-law 2015-0013;

Now Therefore Be It Resolved That the Council of the Corporation of the County of Frontenac hereby orders and enacts:

1. **THAT** the County of Frontenac Distribution of Federal Gas Tax for 2015 Schedule be deleted in its entirety and replace with the County of Frontenac Distribution of Federal Gas Tax for 2015 Schedule attached to this by-law;
2. **THAT** this By-law shall come into force and have effect upon the final passing thereof.

Read a First and Second Time this 18th day of November, 2015.

Read a Third Time and Finally Passed, Signed and Sealed this 18th day of November, 2015.

The Corporation of the County of Frontenac

Denis Doyle, Warden

Jannette Amini, Clerk

**County Of Frontenac Distribution of Federal Gas Tax
For 2015**

Municipality	Weighted Assessment %	Distribution based on Weighted Assessment	Additional Distributions	Federal Gas Tax Total Distribution
	2015			2015
Township of Frontenac Islands	9.91%	\$75,719	\$19,000	\$94,719
Township of South Frontenac	57.78%	\$441,296		\$441,296
Township of Central Frontenac	16.44%	\$125,581	\$57,196.50	\$182,777.50
Township of North Frontenac	15.86%	\$121,103		\$121,103
Total Federal Gas Tax Distribution from the County				\$839,895.5

BY-LAW NO. 2015-0048

THE CORPORATION OF THE COUNTY OF FRONTENAC

Being a by-law to authorize the reimbursement of expenses for County of Frontenac Council Members, Employees, Non-Council Appointees to Local Boards, Commissions or Committees and Other Members of the Public who have been requested to represent the County

Whereas under the Municipal Act, 2001 S.O. 2001, Chapter 25, Section 283 a municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board;

And Whereas the Council of the County of Frontenac deems it expedient to provide for the reimbursement of expenses to County of Frontenac Council Members, Employees, Non-Council Appointees to Local Boards, Commissions or Committees and Other Members of the Public who have been requested to represent the County;

Now Therefore Be It Resolved That, the Corporation of the County of Frontenac enacts as follows:

1. **That** the expense accounts for County of Frontenac Council Members, shall be utilized in accordance with Schedule "A" attached hereto and forming part of this by-law.
2. **That** the reimbursement of expenses for County of Frontenac Council Members, Employees and volunteers who have been requested to represent the County shall be in accordance with Schedule "B" attached hereto and forming part of this by-law.
2. **That** County of Frontenac Council Members, Employees and volunteers who have been requested to represent the County, shall submit to the Treasurer of the County of Frontenac, a "*Claim for Reimbursement of Expenses*" prescribed form attached hereto as Schedule "C" and forming part of this by-law, for recovery of expenses identified in Schedule "B".
3. **That** By-law No. 2011-0005 is hereby repealed.
4. **That** this by-law shall come into force and take effect January 1, 2016.

Read a first and second time this 18th day of November, 2015.

Read a third time and finally passed, signed and sealed this 18th day of November, 2015.

The Corporation of the County of Frontenac

Denis Doyle, Warden

Jannette Amini, Clerk



FINANCE Policy & Procedure Manual

Subject: Council Expense policy

Index Number: FIN-02-08

Page 1 of 6

Approved:

Effective:

Policy Statement

Objective:

The Warden, Deputy Warden and Councillors may incur expenses which, in their judgment, are of relevance to their duties.

This policy provides procedures and guidelines regarding the authorization and types of expenses that may be incurred by the Warden, Deputy Warden and Councillors of the County of Frontenac in carrying out their duties as elected officials.

Policy:

- Municipal travel must relate to necessary business transacted as a result of the duties carried out by a member of Council
- The most economical mode of transportation should be used when traveling at the expense of the County, keeping in mind the purpose and urgency of the trip.
- The County of Frontenac will reimburse members of Council for reasonable travel expenses incurred on authorized municipal business.
- All expenses must be properly documented, with receipt, for approval and reimbursement.
- Any exceptions to this Policy must be submitted for approval by Council.

**FINANCE Policy & Procedure Manual****Subject: Council Expense policy****Index Number: FIN-02-08****Page 2 of 6****Approved:****Effective:****Procedures and Guidelines****1. Expenditure Guidelines****1.1 Warden, Deputy Warden and Councillors' Annual Expense Account**

Each Member of Council may incur eligible expenses, which in their judgment are of relevance to a Councillor's role/duties, up to a maximum total expense amount as approved in the yearly budget.

Any expenses incurred exceeding the allotted yearly budgeted amount will not be reimbursed to the member of Council unless approved by Council.

a) Community Involvement

Eligible expenses under this category that are of relevance to a Councillor's role/duties may include but are not limited to:

- Community memberships, sponsorships and community functions that support the County of Frontenac Community, excluding corporately authorized expenditures for participation at community events as approved by County Council. Councillors should be aware that the Canada Revenue Agency may deem some memberships as a taxable benefit to be included on their T4's.

b) Subscriptions

Eligible expenses under this category that are of relevance to a Councillor's role/duties may include but are not limited to:

- Books
- Magazines
- Newspapers

**FINANCE Policy & Procedure Manual****Subject: Council Expense policy****Index Number: FIN-02-08****Page 3 of 6****Approved:****Effective:****c) Professional and Business Development**

Councillors may attend the following programs/incur expenses that are of relevance to a Councillor's role/duties:

- Conferences and seminars
- Professional education and development programs
- Skills development programs
- Business Development, Trade Missions, Research/Study trips
- Other County business or other travel requested by Council
- Campaign expenses of County Councillors running for office on Municipal Associations as representatives of the County
- Expenses related to holding positions on Municipal Associations or their Committees, as representatives of the County, not covered by the Association or other funding.

d) Hospitality and Entertainment

Hospitality or entertainment expenses may be incurred by Councillors providing that the expenses are reasonable and were incurred when conducting municipal business. The cost of alcoholic beverages will not be reimbursed by the County of Frontenac unless authorized in advance by Council.

e) Mileage

Mileage expense, in line with the expense reimbursement policy, will be reimbursed in addition to Councillors annual expense account for

- Regular or special meetings of Council and Committees of Council
- Mileage incurred as the County representative on the Health Board, the Library Board, RULAC, Youth Justice, Social Housing or Rideau corridor

**FINANCE Policy & Procedure Manual****Subject: Council Expense policy****Index Number: FIN-02-08****Page 4 of 6****Approved:****Effective:**

Mileage expense, in line with the expense reimbursement policy, for all other activity will be reimbursed through each Councillor's annual expense account.

e) Miscellaneous

Eligible expenses under this category that are of relevance to a Councillor's role/duties may include but are not limited to:

- Corporate business meals (as identified within the County Expense Reimbursement Policy)
- Accommodations (as identified within the County Expense Reimbursement Policy)
- Vehicle Rentals (as identified within the County Expense Reimbursement Policy)
- Employee retirement dinners where tickets or gift may be required
- Parking fees (as identified within County Expense Reimbursement Policy)
- Photographs and slides
- Internal printing
- Highway toll charges (as identified within the County Expense Reimbursement Policy)

1.2 Attendance On Behalf of Another Member of Council

Expenses incurred by the Warden or by a Councillor, in connection with attendance at a function(s) on behalf of the Warden or another Councillor, shall be charged against the budget that would otherwise have been charged for the original attending person. However, the expense will be charged to the account of the person incurring the expense for reporting purposes. Expenses incurred by the substitute Councillor or the Warden, that may be charged on behalf of the original attending person, are limited to the guidelines in this Policy.

**FINANCE Policy & Procedure Manual****Subject: Council Expense policy****Index Number: FIN-02-08****Page 5 of 6****Approved:****Effective:****2. Administration****2.1 Mayor and Councillors' Annual Expense Account****a) Relationship to Budget**

The Council Expense Budget is set annually during the budget process. Any funds remaining unspent at the end of the year cannot be carried forward to the next budget cycle.

2.2 Expense Approval

Each Member of Council shall complete the appropriate expense reimbursement form, Schedule C to the Bylaw, for payment / reimbursement of expenses covered by this Policy. If more than one Member of Council's expenses are included in a receipt / invoice, this must be identified on the expense reimbursement form prior to payment. Approved requests for payment / reimbursement shall be submitted with supporting documentation to the Manager of Legislative Services for processing.

Expense claims should be submitted as soon as possible, but at least quarterly, and no later than January 31st of the following year or reimbursement will be denied.

2.3 Accountability

The Warden and Councillors are responsible for approval of individual expenses covered by this Policy. The decision to approve an expense covered by this Policy ultimately rests with each individual Member of Council.

2.4 Reporting

Each year, the Treasurer will provide a report to County Council showing the annual expenditures incurred by each Member of Council. This report shall be provided to



FINANCE Policy & Procedure Manual

Subject: Council Expense policy

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Approved:

Effective:

County Council at the same time that the Annual Statement of Remuneration and Expenses Report required by Section 284 of the Act is presented.

Members of Council will be required to sign off on the Annual Statement of Remuneration and Expenses Report confirming the accuracy of the information.

The Warden and each Councillor will be provided with a statement on a quarterly basis from the Finance Department showing their respective cumulative expenses covered by this policy for the current fiscal year.



FINANCE Policy & Procedure Manual

Subject: Expense Reimbursement policy

Index Number: FIN-02-07

Page 1 of 9

Approved:

Effective:

Policy Statement

Objective:

To ensure the Municipality remains accountable to the public for its actions and to ensure that its actions are transparent to the public.

Elected Officials, employees and volunteers of the County of Frontenac may occasionally incur costs related to municipal business.

This policy will outline the proper procedures regarding:

1. Transportation
2. Meals
3. Lodging
4. Cancellation Costs
5. Expense Reports

Definitions:

Unless otherwise stated, any reference to the requirement of approvals or reporting in the Policy shall mean the following:

County vehicle - A vehicle owned, rented or leased by the County.

Employees/Staff - Chief Administrative Officer, Department Heads, Managers and Employees of the County of Frontenac.

Members of Council - A member of County Council, including the Warden and Deputy Warden.

Personal vehicle - A vehicle owned, borrowed, rented, leased personally by and employee or Councillor.

Receipt - An original document or carbon or certified copy showing the amount of the expenditure, taxes, itemized where possible, the date and indicating proof of payment.



FINANCE Policy & Procedure Manual

Subject: Expense Reimbursement policy

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Page 2 of 9

Approved:

Effective:

Rental Vehicle - A vehicle rented from a rental agency for use by an employee or Councillor for business travel.

Travel - Travel related to County business, but does not include commuting between an employee's home and place of work.

Volunteers - Members of the public who have been requested to provide service to the County without remuneration.

Policy:

- Municipal travel must relate to necessary business transacted as a result of the duties carried out by a member of Council / Staff.
- The most economical mode of transportation should be used when traveling at the expense of the County, keeping in mind the purpose and urgency of the trip.
- The County of Frontenac will reimburse members of Council / its employees and volunteers for reasonable travel expenses incurred on authorized municipal business.
- All expenses must be properly documented, with receipts for approval and reimbursement.
- Any exceptions to this Policy must be submitted for approval by the Department Head/Council

Department Heads/Managers will be held responsible for ensuring that any employee expenditure of public funds provided in their budgets covered under this policy is necessary and reasonable.

Any exceptions to this policy for Council or Committee member must be submitted to Council for approval.

**FINANCE Policy & Procedure Manual**

Subject: Expense Reimbursement policy**Index Number: FIN-02-07****Page 3 of 9****Approved:****Effective:**

Procedure

1.0 Transportation

Employees will be expected to use a County fleet vehicle, or rental vehicle to reduce the travel expenses.

County Council will be made aware of anticipated out of Province travel.

Travel arrangements must be made as far in advance as possible to take advantage of early booking discounts.

1.1 Air Travel

- Air travel may be required for when traveling in excess of 500 km one-way or out of Province.
- Economy class shall be used as the standard in the interests of costs-savings.
- Reimbursement will normally be made at the rate for economy class airline tickets only. Where costs exceed economy rates, approval must be obtained by the CAO for employees and volunteers.
- To avoid conflict of interest, employees must not accept vacation specials offered by travel agents that are a result of utilization of the travel agent for arrangement of County business travel.

1.2 Surface Transportation

1.2.1 Public Transportation

- The cost of public transportation for municipal purposes, i.e. taxis, buses or subways, will be reimbursed contingent on production of a receipt. Expenses related to personal travel will not be reimbursed.

1.2.2 Personal Vehicles

**FINANCE Policy & Procedure Manual****Subject: Expense Reimbursement policy****Index Number: FIN-02-07****Page 4 of 9****Approved:****Effective:****a) Members of Council:**

Whenever possible Council members are encouraged to use rental vehicles.

b) Employees:

Employees are discouraged from using personal vehicles. County vehicles should first be utilized and if not available, a vehicle should be rented. Use of personal vehicles will only be reimbursed with prior written approval of the employee's supervisor.

County vehicles shall only be driven by County employees/volunteers with a valid Ontario drivers' licence, and a drivers abstract, copies of which must be on file with Human Resources.

c) Reimbursement of Expense: Members of Council / Employees:

- Adequate insurance coverage must be in place through their personal insurance provider to use their vehicle for this purpose.
- Standard mileage rates used will be the annual **Canada Revenue Agency: vehicle rates used to calculate travel expense**. The Ontario provincial mileage rate will be used for each applicable year; this is based on a cents per kilometre rate. This takes into account all actual expenses including fuel, oil, tire, maintenance, insurance, depreciation, etc.
- The starting point and final destination of a trip for which a claim may be allowed will be the member of Council / Staffs' normal workplace or their residence, whichever is closest.
- Parking, tolls, and ferries required will be reimbursed contingent on production of a receipt.
- Commuting expenses for personal reasons are not reimbursable.
- Any costs associated with the maintenance, fuel, vehicular breakdown, or damage incurred while driving a personal vehicle are covered in the standard mileage rate, and will not be reimbursed.
- Any traffic violations, including parking tickets, will not be reimbursed by the Corporation.
- Where possible, carpooling is encouraged.

**FINANCE Policy & Procedure Manual**

Subject: Expense Reimbursement policy**Index Number: FIN-02-07****Page 5 of 9****Approved:****Effective:**

1.2.3 Rental Vehicles

- Mid-range models will be used to ensure cost-savings.
- Exceptions may be made regarding vehicle size in the event of two or more passengers, or load requirements. Any exceptions must have supervisor approval prior to their reservation.
- Renting of vehicles must be booked through the preferred vendor of the County
- In the event of damage to a rental car, the Supervisor should be contacted immediately. All accidents must be reported in writing immediately upon return, or earlier with trips lasting more than 3 days after damage has occurred.
- The gas tank must be filled by the renter prior to the return of the rental car (receipt will be required for reimbursement).
- Purchase of gas at the rental counter is discouraged.
- Parking, tolls, and ferries required for municipal reasons will be reimbursed contingent on production of a receipt.
- Any traffic violations, including parking tickets, will not be reimbursed by the County.
- Where possible, carpooling is encouraged.
- Vehicles rented by the County are insured through the County insurance policy.

1.2.4 Rail Travel

- Rail travel may be used when specifically requested and approved by the supervisor.
- All reservations will be made in economy class.

1.2.5 Bus Travel

- Bus travel may be used when specifically requested and approved by the supervisor.

**FINANCE Policy & Procedure Manual****Subject: Expense Reimbursement policy****Index Number: FIN-02-07****Page 6 of 9****Approved:****Effective:****2.0 Meals**

- This reimbursement is available to cover the costs associated with reasonably priced meals while travelling. Only the costs incurred, up to the maximum amounts, will be reimbursed.
- Meal reimbursement rates are as follows

Breakfast	\$15
Lunch	\$25
Dinner	\$35

- Where the cost of meals exceed these specific meal allowances up to a total of \$75 per day can be charged by Council. Staff and volunteers require departmental approval to exceed the specific meal allowances up to a total of \$75 per day.
- The above noted meal allowances are not payable where meals are provided as part of the convention, conference or meeting arrangements.
- Detailed receipts for all meals for reimbursement are required.
- The cost of alcoholic beverages will not be reimbursed by the County of Frontenac unless authorized in advance in writing by the CAO or Treasurer.
- If an employee / member of Council is claiming meals for another employee / member of Council, any requests for reimbursement or receipts must include the employee / member of Council name(s).

3.0 Accommodation

- Reservations for accommodations should be made with mid-range hotels where feasible.
- Travellers may arrange to stay with friends or relatives instead of using hotel/motels. The traveller will be reimbursed \$50.00 per night. The amount reimbursed will only be for nights in which the traveller would normally be required to have overnight accommodation. The amount reimbursed in this section shall not exceed the amount that would have normally been incurred had the traveler stayed in commercial accommodation.

**FINANCE Policy & Procedure Manual**

Subject: Expense Reimbursement policy**Index Number: FIN-02-07****Page 7 of 9**

Approved:**Effective:**

4.0 Gratuities

Reasonable gratuities will be reimbursed.

5.0 Cancellation Costs

Should registration for any reservations no longer be required, it is the responsibility of the person who made the registration, or to advise the appropriate staff member who made the registration to cancel the registration in a timely manner so that unnecessary cancellation costs are not incurred. The cancellation number should be noted.

6.0 Loyalty Programs

Provided that there are no additional costs to the County and no conflict of interest exists, travelers can join loyalty programs and retain benefits offered by the travel industry for business or personal use. Such privilege is conditional upon the use of County approved services and products.

7.0 Expense Reports

- Expense Reports shall be submitted on the form provided by the corporation within 5 business days upon their return.
- Reimbursement will be awarded upon approval of the Expense Report
- All receipts for any municipal expense must be retained and submitted.
- Expenses that are **not** accompanied by a receipt will **not** be reimbursed unless approved.
- Entertainment costs will not be covered by the municipality unless authorized approved in advance.

All expenses documented must be associated with a valid municipal purpose, and fall within municipal guidelines; this information must be indicated on the expense report.



FINANCE Policy & Procedure Manual

Subject: Expense Reimbursement policy

Index Number: FIN-02-07

Page 8 of 9

Approved:

Effective:

Responsibility and Approval:

Members of Council:

- All expense reports must be in accordance with the current Council Expense Policy. Any expense claim not in accordance with the current Council Expense Policy will require approval by Council.

Employees:

- All Expense Reports must be approved by the appropriate Director or CAO.
- Expense reports for the CAO must be reviewed and approved by the Treasurer.

If sufficient evidence and purpose for the expense is not provided, the employee/volunteer/Council member may be personally responsible for payment of the expense.

Expense claims should be submitted as soon as possible, generally within 5 business days of travel and no later than January 31st of the following year or reimbursement will be denied.

Staff shall complete the appropriate expense reimbursement form established by the Finance Department for payment / reimbursement of expenses covered by this Policy. If more than one staff member's expenses are included in a receipt / invoice, this must be identified on the expense reimbursement form prior to payment. Approved requests for payment / reimbursement shall be submitted with supporting documentation to the direct supervisor for processing.

Advances – Travel and Other Business Expenses:

Advances will be provided in some situations, particularly in cases where large amounts of out of pocket expenses are to be incurred.



FINANCE Policy & Procedure Manual

Subject: Expense Reimbursement policy

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Approved:

Effective:

Advances are to be reviewed on a case by case basis by the Department Director and a written request sent to the Finance department well in advance of the requirement.

[illegible]

Total Expense Claim	
Less Advance Received	
Balance Claimed	\$0.00

Date _____

Date _____

BY-LAW NO. 2015-0049

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to adopt the estimates for the sums required during the year 2016 for the purposes of the County of Frontenac.

WHEREAS pursuant to Section 289 of the *Municipal Act, S.O. 2001, and amendments thereto ('the Municipal Act')*, the County of Frontenac shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the County of Frontenac;

AND WHEREAS it is necessary for the County of Frontenac to raise for the year 2016 certain sums;

NOW THEREFORE, the Council of the Corporation of the County of Frontenac enacts as follows:

1. **THAT** the 2016 budget of the County of Frontenac, which is set out as Schedule A attached hereto and forming part of this by-law and which incorporates estimates for revenue and reserve transfers in the amount of \$_____ and estimates for expenditures in the amount of \$_____ be approved and adopted by the Council of the County of Frontenac.
2. **THAT** this by-law shall come into force and take effect as of the date of final passing.

Read a First and Second Time this 18th day of November, 2015.

Read a Third Time and Finally Passed, Signed and Sealed this 18th day of November, 2015.

The Corporation of the County Of Frontenac

Denis Doyle, Warden

Jannette Amini, Clerk

By-Law Number 2015-0050

of

The Corporation of the County of Frontenac

being a by-law to confirm all actions and proceedings of County Council at its meeting held on November 18, 2015

Whereas Section 8 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* or any other Act; and;

Whereas Subsection 2 of Section 11 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto provides that a lower-tier municipality and an upper-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction described in the Table to Subsection 2 subject to certain provisions, and;

Whereas Section 5 of the *Municipal Act, S.O. 2001, c. 25* and amendments thereto provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 shall be exercised by its council and by by-law unless the municipality is specifically authorized to do otherwise; and;

Whereas the Council of the County of Frontenac deems it expedient to confirm its actions and proceedings;

Now Therefore Be It Resolved That the Council of the Corporation of the County of Frontenac hereby enacts as follows:

1. **That** all actions and proceedings of the Council of the County of Frontenac taken at its regular meeting held on November 18, 2015 be confirmed as actions for which the municipality has the capacity, rights, powers and privileges of a natural person.
2. **That** all actions and proceedings of the Council of the County of Frontenac taken at its regular meeting held on November 18, 2015 be confirmed as being matters within the spheres of jurisdiction described in Subsection 2 of Section 11 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto.
3. **That** all actions and proceedings of the Council of the Corporation of the County of Frontenac taken at its regular meeting held on November 18, 2015 except those taken by by-law and those required by by-law to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.

4. **That** this by-law shall come into force and take effect as of the final passing thereof.

Read a First and Second Time this 18th day of November 2015.

Read a Third Time and Finally Passed, Signed and Sealed this 18th day of November 2015.

The Corporation of the County of Frontenac

Denis Doyle, Warden

Jannette Amini, Clerk