



Date: Wednesday, August 26, 2020

Location: Microsoft Teams

Participants: Alan Revill, Township of South Frontenac, Chair
Al Barton, Township of Front of Yonge
Leigh Burse, City of Brockville
Simon Chapelle, City of Kingston
Al Hanes, Township of Elizabethtown-Kitley
Garry Hewett, City of Brockville
Paul McAuley, Loyalist Township
Jim Neill, City of Kingston
Gordon Ohlke, Township of Leeds and the Thousand Islands
Claire Smith, Township of Rideau Lakes
Ross Sutherland, Township of South Frontenac, Vice Chair
Nathan Townend, Loyalist Township

Non-Participants: Rhonda Ferguson, Township Athens
Matt Harper, Town of Gananoque
Gary Oosterhof, City of Kingston
Lisa Osanic, City of Kingston
Terry Richardson, Town of Greater Napanee

Staff Participants: Katrina Furlanetto, General Manager
Tom Beaubiah, Manager, Watershed Planning & Engineering
Donna Campbell, Assistant, Chair & General Manager
Krista Fazackerley, Supervisor, Communication & Education
Steve Knapton, Supervisor, Operations & Maintenance
Cheryl Rider, Supervisor, Finance
Andrew Schmidt, Supervisor, Development Review

Delegations: Tova Govia, Project Manager/Structural Engineer, AUE Structural Incorporated

In response to recommendations by the Province of Ontario and public health officials for mitigating and responding to the Coronavirus pandemic (COVID-19) meetings are not held in-person, therefore, this Full Authority Board Meeting was convened via Microsoft Teams.

The meeting commenced at 6:45 p.m.

1. Roll Call

There were twelve (12) members who participated in the Microsoft Teams meeting.

2. Adoption of Agenda

Moved By: Al Barton
Seconded By: Simon Chapelle

That the agenda Be Adopted.

Carried

3. Declaration of Conflict of Interest

There was none.

4. Delegation / Presentation

4.1 Tova Govia, Project Manager/Structural Engineer, AUE Structural Incorporated

- Presentation – 2020 Building Condition Assessments 10 Buildings
([Attachment #1](#))

Leigh Burseley joined the meeting at this point.

Resolution: **073-20**
Moved By: Ross Sutherland
Seconded By: Claire Smith

THAT the presentation by Tova Govia, Project Manager/Structural Engineer, AUE Structural Incorporated, 2020 Building Condition Assessments 10 Buildings, **Be Received.**

Carried

5. Approval of Previous Minutes

5.1 Minutes of the Cataraqui Conservation Full Authority Board Meeting of June 24, 2020

Moved By: Al Hanes
Seconded By: Paul McAuley

That the minutes of the June 24, 2020 Cataraqui Conservation Full Authority Board Meeting, **Be Approved.**

Carried

5.1 Notes of the Cataraqui Conservation Full Authority Board E-Poll of July 27, 2020

Moved By: Nathan Townend
Seconded By: Simon Chapelle

That the Notes of the July 27, 2020 Cataraqui Conservation Full Authority Board E-Poll, **Be Approved.**

Carried

6. **Business Arising**

There was none.

7. **Items for Consideration**

7.1 Building Condition Assessments (PR 00259) (report IR-057-20)

Jim Neill joined the meeting at this point.

Resolution: **074-20**
Moved By: Ross Sutherland
Seconded By: Al Hanes

That Report IR-057-20, Building Condition Assessments (PR 00259) **Be Received**; and,

THAT staff **Be Authorized** to refer to the recommendations in the report for capital project forecasting; and,

THAT staff **Be Authorized** to utilize remaining funds from PR 00259, CRCA Building Condition Assessments, to further investigate asset management options for the Gould Lake Barn.

Carried

Tova Govia left the meeting at this point.

7.2 Appointment of Auditor (report IR-074-20)

Resolution: **075-20**
Moved By: Claire Smith
Seconded By: Leigh Bursey

That Report IR-074-20, Appointment of the Auditor, **Be Received**; and,

That Cataraqui Conservation **Reappoint** Secker, Ross & Perry, LLP Chartered Accountants as its auditor for five-years (2020-2024).

Carried

7.3 COVID-19 Pandemic Response Update (report IR-075-20)

Resolution: **076-20**
Moved By: Al Barton
Seconded By: Garry Hewett

That Report IR-075-20, COVID-19 Pandemic Response Update, **Be Received.**

Carried

7.4 The Confirmation of the General Manager (Report IR-076-20)

Resolution: **077-20**
Moved By: Paul McAuley
Seconded By: Al Hanes

That report IR-076-20, The Confirmation of the General Manager, **Be Received;** and,

That Ms. Katrina Furlanetto **Be Confirmed** as a regular employee of the Cataraqui Region Conservation Authority effective June 30, 2020 in the position of General Manager.

Carried

8. Minutes

There were no Friends minutes.

9. Committee Reports

9.1 Report from Planning & Permitting Ad Hoc Committee Meeting of June 29, 2020 (IR-077-20)

Resolution: **078-20**
Moved By: Paul McAuley
Seconded By: Garry Hewett

That report IR-077-20, Report from Planning & Permitting Ad Hoc Committee Meeting of June 29, 2020, **Be Approved.**

Carried

9.2 Report from Budget Review Committee Meeting of July 22, 2020 (IR-078-20)

- Presentation – Katrina Furlanetto, General Manager ([Attachment #2](#))

Resolution: **079-20**
Moved By: Al Hanes
Seconded By: Leigh Bursey

That report IR-078-20, Report from the Budget Review Committee Meeting of July 22, 2020, **Be Approved.**

Carried

10. Announcements or Inquiries / Information

10.1 Report on Communications (IR-079-20)

Resolution: **080-20**
Moved By: Jim Neill
Seconded By: Paul McAuley

That report IR-079-20, Report on Communications, **Be Received.**

Carried

11. Motions / Notice of Motion

There were none.

12. In Camera Session

Resolution:	081-20
Moved By:	Garry Hewett
Seconded By:	Claire Smith

That the Cataraqi Conservation Full Authority Board move **In Camera**.

Carried

12.1 Confidential Report - Full Authority Confidential In-Camera Minutes of June 24, 2020 (report IR-080-20)

12.2 Confidential Report – Property Matter (report IR-081-20)

12.3 Confidential – Budget Review Committee of July 22, 2020 - Verbal

12.4 Confidential Report – Report from Personnel Committee Meeting of August 21, 2020 (Report IR-082-20)

Resolution:	082-20
Moved By:	Garry Hewett
Seconded By:	Leigh Bursey

That the Cataraqi Conservation Full Authority Board move out of **In Camera** and report.

Carried

13. Return to Open Session

Resolution: **083-20**
Moved By: Claire Smith
Seconded By: Al Barton

That the Cataraqui Conservation Full Authority Board **Authorize** staff to pursue items of action as discussed at the **In Camera** session on August 26, 2020.

Carried

14. Adjournment

The meeting adjourned at 8:10 p.m. on a motion by Jim Neill, seconded by Gordon Ohlke

Cataraqui Region Conservation Authority

Katrina Furlanetto, M.Env.Sc.
General Manager

Alan Revill, Chair



AUE Structural

2020 Building Condition Assessments

10 Buildings



Agenda:

Building Condition Assessments for 10 Buildings

- 1) Introduction – AUE Structural and Antares Engineering
- 2) Scope of Work
- 3) Inventory Overview
- 4) Work Types
- 5) Summary of Findings – Building by Building
- 6) Accessibility
- 7) Determination of Costs
- 8) 10 Year Capital Plan
- 9) Building Priority for Work
- 10) Questions

1) Introduction – Who we are

AUE Structural Incorporated

- ◆ Based in Ottawa, Ontario
- ◆ Services all of Ontario
- ◆ Established in 2012 and incorporated in 2017
- ◆ Provides Structural Engineering Services for Infrastructure

Antares Engineering Group

- ◆ Based in Ottawa, Ontario
- ◆ Services mainly eastern Ontario and Québec
- ◆ Provides Mechanical Engineering Services and Electrical Engineering Services for Infrastructure

2) Scope of Work

To provide Cataraqui Region Conservation Authority with a comprehensive understanding of the general condition of 10 of their buildings, complete with a prioritized list of observed deficiencies, and required repairs based on visual inspections

Deliverables included:

- ♦ 8 Building Condition Assessments for 10 Buildings
- ♦ 10-Year Capital Plan for the 10 Buildings
- ♦ Meetings / Presentation

2) Scope of Work – Responsibilities

AUE Structural Incorporated

- ♦ Structure
- ♦ Envelope
- ♦ Roof
- ♦ Interior
- ♦ Accessibility
- ♦ Site / Landscaping

Antares Engineering Group

- ♦ Mechanical
- ♦ Electrical

3) Inventory Overview

10 Buildings are located at 4 Sites:



4) Work Types

- ♦ Maintenance:

Inspections, cleaning, and repairs that can be completed by a facilities building maintenance technician or qualified tradesperson

- ♦ Capital:

Remediation / repairs / replacement that require a qualified licensed contractor / qualified licensed engineer to do the work

4) Work Types: Additional Investigations

Additional Investigations generally refer to the use of extensive techniques such as testing, intrusive openings, dismantling, engineering calculations etc. in order to determine the condition, quantity, and scope of work required for remediation or replacement. Examples include but are not limited to:

- ♦ Archeological Study
- ♦ Barrier Safety Reviews
- ♦ Camera / CCTV Inspections
- ♦ Code Compliance Studies
- ♦ Designated Substance Reviews
- ♦ Material Condition Surveys
- ♦ Electrical Testing
- ♦ Energy Performance Audit
- ♦ Engineering Analysis
- ♦ Engineering Design
- ♦ Fire Safety Audit
- ♦ Geotechnical Borehole Extraction and Testing
- ♦ Infrared Thermography Testing
- ♦ Heritage Study

5) Summary of Findings: Gould Lake Conservation Area Barn



5) Summary of Findings: Gould Lake Conservation Area Barn



5) Summary of Findings: Gould Lake Conservation Area Barn



5) Summary of Findings: Gould Lake Conservation Area Barn

Removal of columns:



Cutting of a beam

Wide crack and heaving of
concrete slab



5) Summary of Findings: Gould Lake Conservation Area Barn

Infiltration through envelope:



5) Summary of Findings:

Gould Lake Conservation Area Barn

Summary of Findings:

The Gould Lake Conservation Area Barn is in very poor condition. Its safety and stability is suspect.

Recommendations:

- Perform a designated substance review to determine if there are any special construction procedures triggered due to the presence of hazardous substances.
- Remove storage items.
- Decommission and Demolish Building for an estimated a probable budgetary construction cost of \$ 82, 500 in capital work within the next year.

Should the CRCA wish to construct a new building, a feasibility study is recommended in order to select an appropriate building type and size. The feasibility study should consider the anticipated use of the building, available government funded programs, and provide a detailed scope of work, cost estimate, and timeframe required for construction.

5) Summary of Findings: LCCCA Little Cat Workshop



5) Summary of Findings: LCCCA Little Cat Workshop



5) Summary of Findings: LCCCA Little Cat Workshop



5) Summary of Findings: LCCCA Little Cat Workshop

Summary of Findings:

The Little Cataraqui Creek Conservation Area Little Cat Workshop is generally in poor condition.

The roof, roof trusses, windows, and doors require replacement. Foundation repairs, exterior wall repairs, and sealing of openings the building is also required. The cost to conduct the capital work required in order to keep the building serviceable does not warrant repairs. Therefore, a building replacement is recommended.

Recommendations:

- Regular maintenance, critical repairs, and testing should be conducted until the building can be replaced.
- Replace the building within 5 years.
- Based on our findings, we have estimated a probable budgetary construction cost of \$ 226,905 in capital work within the next 10 years. Note that the dollar amount is in 2019 Canadian dollars and does not contain contingencies.

5) Summary of Findings: LCCCA Cold Storage Building



5) Summary of Findings: LCCCA Cold Storage Building



5) Summary of Findings: LCCCA Cold Storage Building

Summary of Findings:

The Little Cataraqui Creek Conservation Area Cold Storage Building is generally in poor condition.

The roof covering, electrical system, and exterior walls require replacement. The cost to conduct the capital work required in order to keep the building serviceable does not warrant repairs. Therefore, a building replacement is recommended.

Recommendations:

- Regular maintenance, critical repairs, and testing should be conducted until the building can be replaced.
- Replace the building within the next 10 years.
- Based on our findings, we have estimated a probable budgetary cost of \$ 131, 600 in capital work within the next 10 years. Note that the dollar amount is in 2019 Canadian dollars and does not contain contingencies.

5) Summary of Findings: LCCCA Administration Office



5) Summary of Findings: LCCCA Administration Office



5) Summary of Findings: LCCCA Administration Office



5) Summary of Findings: LCCCA Administration Office



5) Summary of Findings: LCCCA Administration Office



5) Summary of Findings: LCCCA Administration Office

Summary of Findings:

The Little Cataraqui Creek Conservation Area Administration Office is generally in fair condition.

Recommendations:

- Further investigation for insect damage.
- Replacement of: roofs, drainage, some components of water system, air conditioning, exterior lighting, and retaining walls.
- Remediation for: exterior walls including doors and windows, interior renovation, parking areas, and sidewalks.
- Based on our findings, we have estimated a probable budgetary construction cost of \$ 936,500 in capital work within the next 10 years. Note that the dollar amount is in 2019 Canadian dollars and does not contain contingencies.

5) Summary of Findings: LCCCA Administration Trailer



5) Summary of Findings: LCCCA Administration Trailer



5) Summary of Findings: LCCCA Administration Trailer

Summary of Findings:

The Little Cataraqui Creek Conservation Area Administration Trailer is generally in fair to poor condition.

The roof and floor require replacement. The cost to conduct the capital work required in order to keep the building serviceable does not warrant repairs. Therefore, a building replacement is recommended.

Recommendations:

- Regular maintenance, critical repairs, and testing should be conducted until the building can be replaced.
- Replace the building within the next 10 years.
- Based on our findings, we have estimated a probable budgetary cost of \$ 80, 600 in capital work within the next 10 years. Note that the dollar amount is in 2019 Canadian dollars and does not contain contingencies.

5) Summary of Findings: LCCCA Driveshed



5) Summary of Findings: LCCCA Driveshed



5) Summary of Findings: LCCCA Driveshed

Summary of Findings:

The Little Cataraqui Creek Conservation Area Driveshed is generally in fair to poor condition.

The roof, roof trusses, and columns require replacement. The cost to conduct the capital work required in order to keep the building serviceable does not warrant repairs. Therefore, a building replacement is recommended.

Recommendations:

- Regular maintenance, critical repairs, and testing should be conducted until the building can be replaced.
- Replace the building within the next 10 years.
- Based on our findings, we have estimated a probable budgetary cost of \$ 86, 400 in capital work within the next 10 years. Note that the dollar amount is in 2019 Canadian dollars and does not contain contingencies.

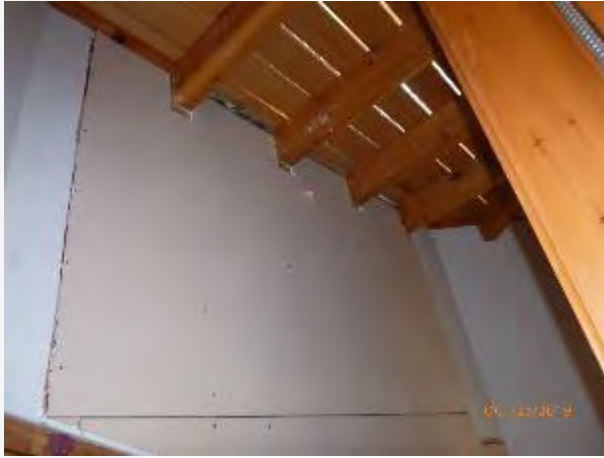
5) Summary of Findings: LCCCA Outdoor Centre



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5) Summary of Findings: LCCCA Outdoor Centre



5) Summary of Findings: LCCCA Outdoor Centre

Summary of Findings:

The Little Cataraqui Creek Conservation Area Outdoor Centre is generally in fair condition.

Recommendations:

- Further investigation for water damage.
- Replacement of: roof, vinyl composite tiles, exterior lighting, some mechanical components, west basement walkout, and exterior deck.
- Remediation for: prefabricated trusses, components damaged by water, exterior cladding including some windows and doors, basement walkout, and grading.
- Based on our findings, we have estimated a probable budgetary construction cost of \$ 327,400 in capital work within the next 10 years. Note that the dollar amount is in 2019 Canadian dollars and does not contain contingencies.

5) Summary of Findings: MacJohnson Wildlife Area Workshop



5) Summary of Findings: MacJohnson Wildlife Area Workshop



5) Summary of Findings: MacJohnson Wildlife Area Workshop

Summary of Findings:

The MacJohnson Wildlife Area Workshop is generally in fair condition.

Recommendations:

- Replacement of: shop windows, exterior metal cladding, eavestroughing, and exterior lighting.
- Remediation for: shop floor concrete slab, chimney mortar and flashing, interior ceilings, furnace space walls, piping, and heating system.
- Based on our findings, we have estimated a probable budgetary construction cost of \$ 116,950 in capital work within the next 10 years. Note that the dollar amount is in 2019 Canadian dollars and does not contain contingencies.

5) Summary of Findings: MacJohnson Wildlife Area Nature Centre



5) Summary of Findings: MacJohnson Wildlife Area Nature Centre



5) Summary of Findings: MacJohnson Wildlife Area Nature Centre

Summary of Findings:

The MacJohnson Wildlife Area Nature Centre is generally in good to fair condition.

Recommendations:

- Replacement of: exterior cladding.
- Remediation for: eavestroughing, exit & emergency lighting, and grading.
- Based on our findings, we have estimated a probable budgetary construction cost of \$ 55, 100 in capital work within the next 10 years. Note that the dollar amount is in 2019 Canadian dollars and does not contain contingencies.

5) Summary of Findings: Lemoine Point Conservation Area Workshop



5) Summary of Findings: Lemoine Point Conservation Area Workshop



5) Summary of Findings: Lemoine Point Conservation Area Workshop

Summary of Findings:

The Lemoine Point Conservation Area Workshop is generally in fair condition.

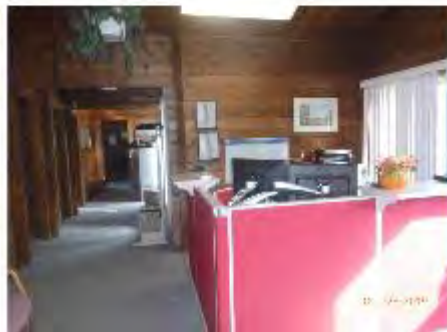
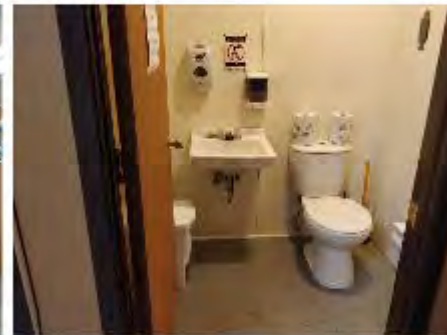
Recommendations:

- Additional Investigation: water infiltration.
- Replacement of: roof eavestroughing.
- Remediation for: foundation system.
- Based on our findings, we have estimated a probable budgetary construction cost of \$ 77,350 in capital work within the next 10 years. Note that the dollar amount is in 2019 Canadian dollars and does not contain contingencies.

6) Accessibility



6) Accessibility: Outdoor Centre, Nature Centre, Administration Office

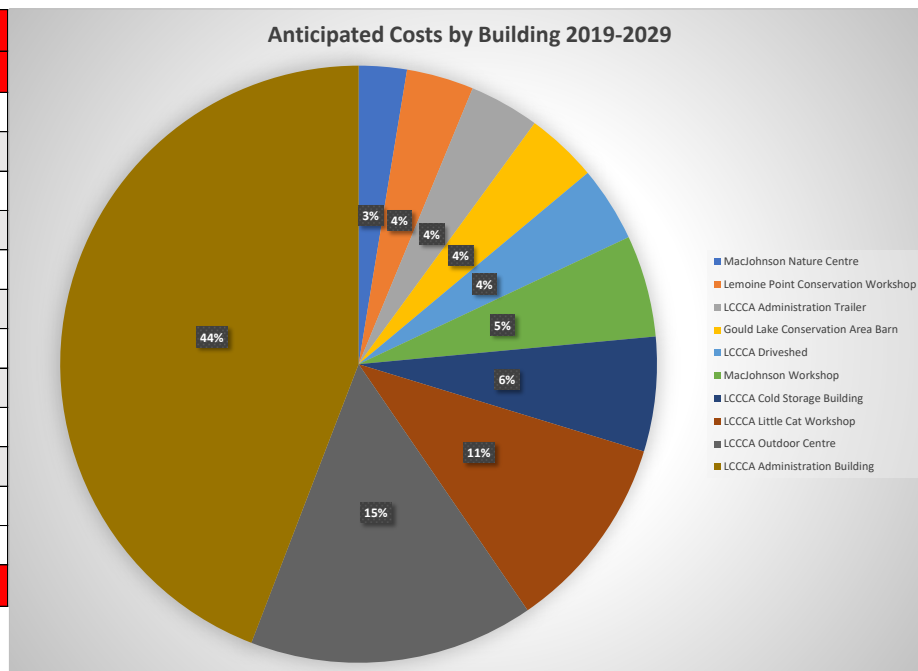


7) Determination of Costs

Cost Component	When the Cost Component is Applicable	Percentage of Construction Cost
Engineering and Architectural	<p>This cost is not applicable when replacing prefabricated buildings since the manufacturer will have their own in-house engineers and architects whose costs are typically included in their pricing</p> <p>Applied when the scope of work includes a design or engineering report</p>	15-25 %
Contract Administration	Applied when a representative of the engineer and / or architect is employed to oversee the construction work	15 %
Project Management	Applied when a 3rd party manages the project due to a lack of workforce in the client's resources	7 -10 %
Contingency	<p>Contingencies have not been included in the construction cost estimates because the forecast becomes less accurate the further into the future the price has been estimated</p> <p>For example, the 2020 costs may have a 10% accuracy / contingency, but a 2029 cost may have a 50% accuracy / contingency. It is difficult to predict market forces.</p>	Up to 50 %
HST	This component is not applicable to some clients, or is not 13% for some clients, so the cost has been excluded	13 %
Miscellaneous	Applied when permits, relocation of utilities, legal issues, appraisals, public communications, etc. are applicable to the project.	15 %

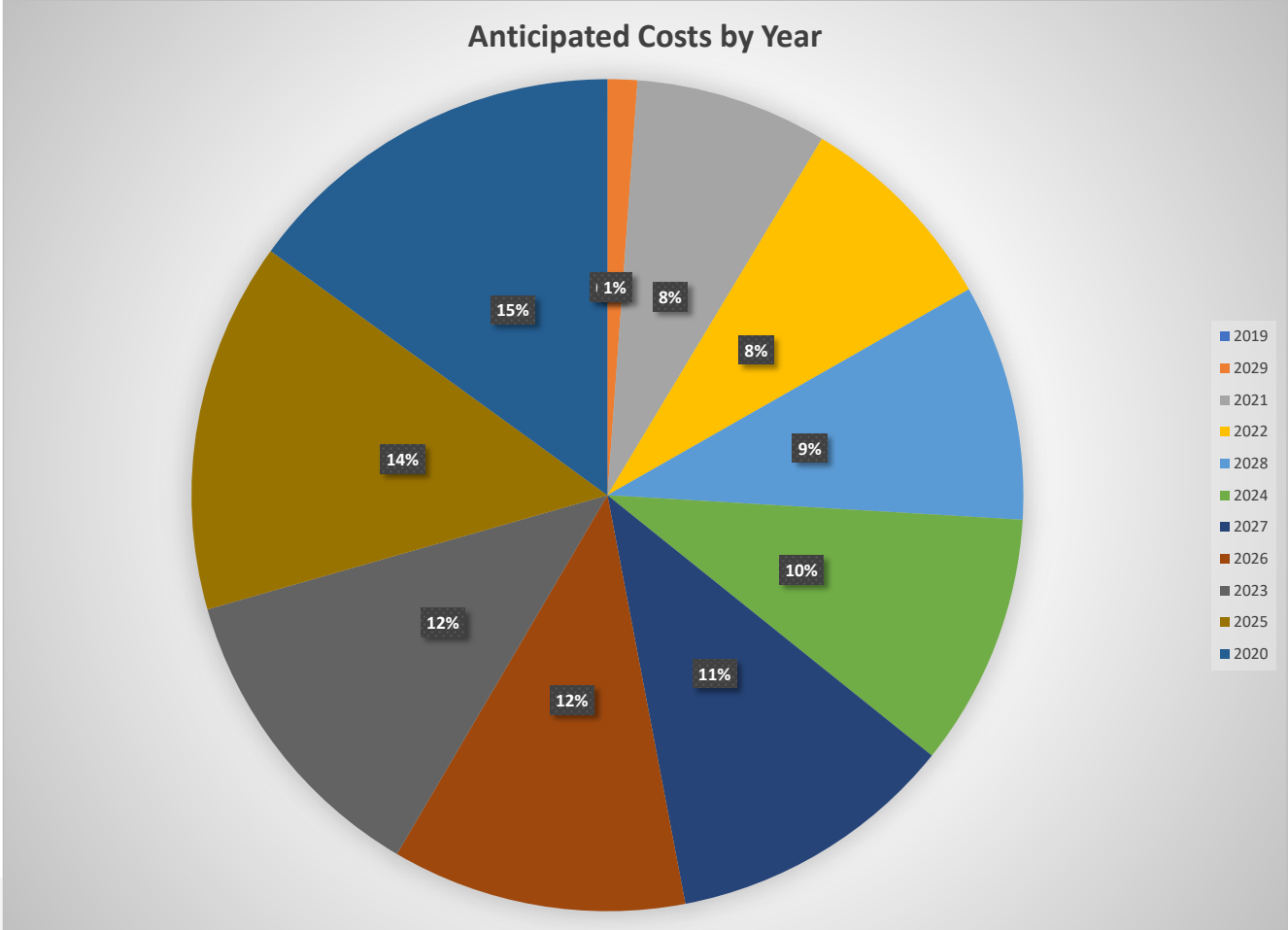
8) 10 Year Capital Plan: Building vs. Cost

BUILDINGS CHART	
Building	Total Cost
MacJohnson Nature Centre	\$ 55,100
Lemoine Point Conservation Workshop	\$ 77,350
LCCCA Administration Trailer	\$ 80,600
Gould Lake Conservation Area Barn	\$ 82,500
LCCCA Driveshed	\$ 86,400
MacJohnson Workshop	\$ 116,950
LCCCA Cold Storage Building	\$ 131,600
LCCCA Little Cat Workshop	\$ 226,905
LCCCA Outdoor Centre	\$ 327,400
LCCCA Administration Building	\$ 936,500
TOTAL	\$ 2,121,305



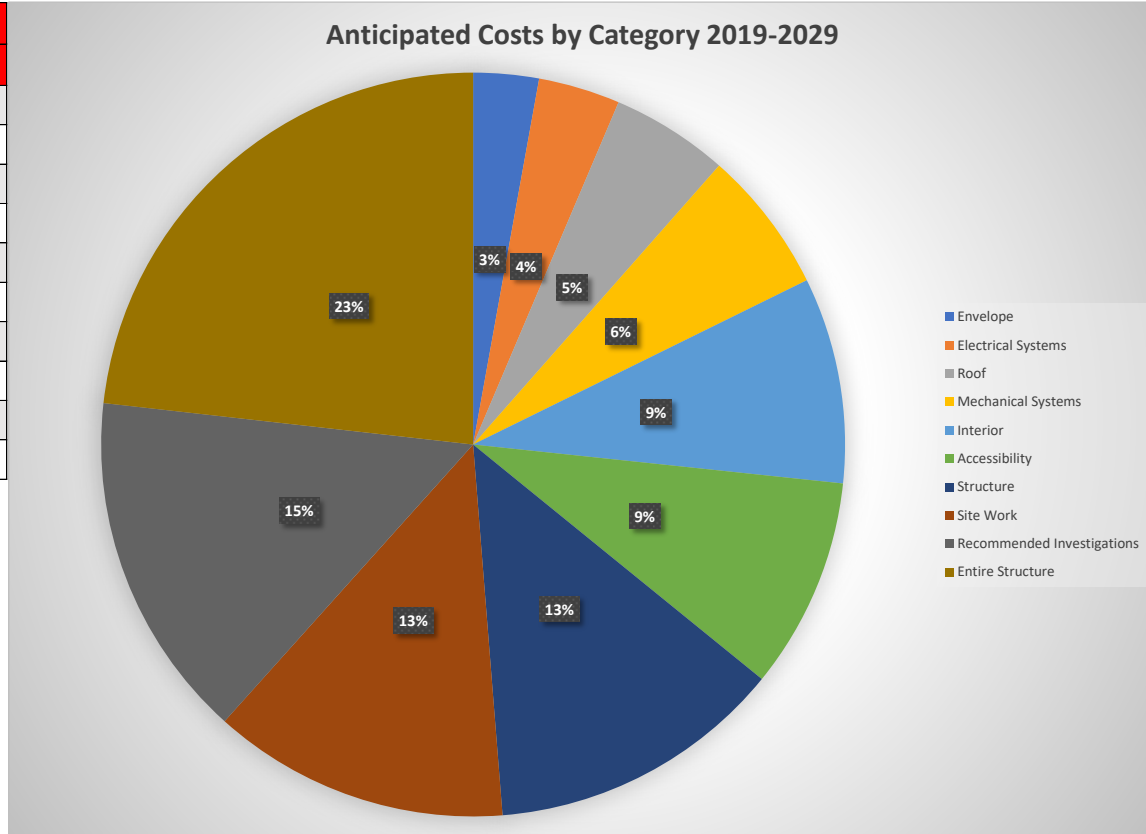
8) 10 Year Capital Plan: Year vs. Cost

COST BY YEAR	
Year	Cost
2019	\$ -
2029	\$ 24,500
2021	\$ 158,400
2022	\$ 172,605
2028	\$ 194,800
2024	\$ 208,300
2027	\$ 238,350
2026	\$ 242,850
2023	\$ 257,250
2025	\$ 305,700
2020	\$ 318,550



8) 10 Year Capital Plan: Category vs. Cost

ANTICIPATED COST BY CATEGORY	
Category	Cost
Envelope	\$ 60,300
Electrical Systems	\$ 75,350
Roof	\$ 108,300
Mechanical Systems	\$ 131,900
Interior	\$ 189,900
Accessibility	\$ 194,900
Structure	\$ 273,250
Site Work	\$ 273,800
Recommended Investigations	\$ 321,005
Entire Structure	\$ 492,600



9) Building Costs vs. Building Priority

BUILDINGS CHART	
Building	Total Cost
MacJohnson Nature Centre	\$ 55,100
Lemoine Point Conservation Workshop	\$ 77,350
LCCCA Administration Trailer	\$ 80,600
Gould Lake Conservation Area Barn	\$ 82,500
LCCCA Driveshed	\$ 86,400
MacJohnson Workshop	\$ 116,950
LCCCA Cold Storage Building	\$ 131,600
LCCCA Little Cat Workshop	\$ 226,905
LCCCA Outdoor Centre	\$ 327,400
LCCCA Administration Building	\$ 936,500
TOTAL	\$ 2,121,305

Priority based on Condition and Usage	
Lemoine Point Conservation Workshop	10
MacJohnson Nature Centre	9
MacJohnson Workshop	8
LCCCA Outdoor Centre	7
LCCCA Administration Building	6
LCCCA Cold Storage Building	5
LCCCA Driveshed	4
LCCCA Administration Trailer	3
LCCCA Little Cat Workshop	2
Gould Lake Barn	1

Questions?

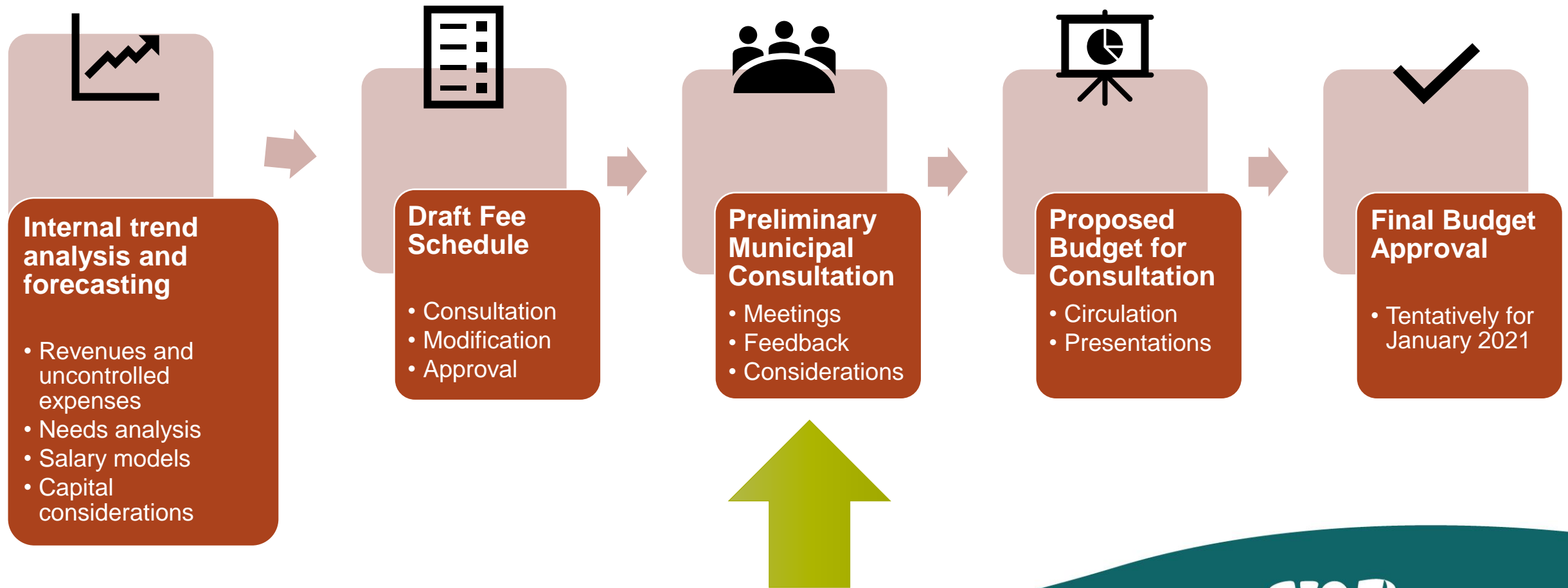


Cataraqui
conservation

2021 Budget Development Update

August 26, 2020 – Full Authority Meeting

Budget Development Process



Proposed 2021 Operating Budget for Discussion

- Six options for budget modelling and possibly four proposed program changes (pending direction) considering:
 - Cost of living, salary compensation, and organizational changes
- Objective to maintain service delivery with reduced General Levy impact
- Reduction in General Levy increase:
 - Service Level Budget = **6.1%**
 - Proposed Budget = **2.0%**
- Includes reserve draw of \$22,680 (~1% of General Levy)

Proposed Capital Forecast for 2021 to 2030

- Fully funded forecast over ten years to be presented to Budget Review Committee in September
- Primary revenue source continues to be internal reserves
- Federal, Provincial and external grants applied as available
- Proposed for 2021:
 - Capacity, material supply, and project priority review underway; critical asset management projects to be added

2021 Budget Development

Step	August	September	October	November	December	January
Board update	26 th					
Budget Review Committee (draft)		BRC 11th	BRC TBD			
Board consideration (circulation)			28 th			
Municipal review period and presentations			●	●	●	
Budget Review Committee (final draft)						BRC TBD
Board consideration (adoption)						Board 27th