

BUILDING MANAGEMENT COMMITTEE

AGENDA

Date: March 26, 2015

Location: Committee Room "D"

Time: 4:30 p.m.

	<u>Page #</u>
1. Call to Order	
2. Election of Chairperson	
3. Disclosure of Pecuniary Interest	
4. Approval of Minutes – July 17, 2014	2-8
5. 2015 Building Operating Budget	9-22
6. Civic Centre Renovations – Status Report (verbal)	
7. Janitorial Contract renewal - proposal	23
8. Energy and Resource Awareness (ERA) Program	24-27
9. New Business	
10. Adjournment	



Building Management Committee

Minutes

Thursday, July 17, 2014 at 4:30 PM
Room "D", Second Floor
Essex County Civic Centre
360 Fairview Avenue West
Essex, Ontario

1. Call to Order

In Attendance:

Richard Meloche, County Representative (Chair)
John Paterson, County Representative
Gord Queen, ERCA Representative
Sue Desjarlais, ERCA Representative
Julia Burgess, GECDSB Representative
Fred Alexander, WECDSD Representative
Lisa Soulliere, WECDSD Representative

Staff Representatives:

Shelley McMullen, Director of Financial Services, ERCA
Rob Maisonville, Secretary-Treasurer of Building Management
Committee
Sue White, Council Services Administrative Assistant, County of
Essex
Cathy Lynd, Superintendent of Business, GECDSB

Absent:

Connie Buckler (GECDSB)
Dave Taves (Alternate) (GECDSB)
Mario Iatonna, Executive Superintendent of Business, WECDSD

2. Disclosure of Pecuniary Interest

3. Minutes of the November 14, 2013 Building Management Committee meeting

It was noted that the minutes should be amended to show that Ms. Buckler's name had changed to Connie Buckler from Howe-Buckler.

Mr. Maisonville advised that the application for installation of solar panels on the Civic Centre roof had not been approved by the Ontario Power Authority.

1-14 Moved by Mr. Queen
Seconded by Ms. Desjarlais
THAT the minutes of the Building Management Committee meeting held on Thursday, November 14, 2013 be adopted, as amended. **Carried**

4. 2013 Building Operating Fund Audit

Mr. Maisonville presented an administrative report outlining the 2013 Essex County Civic and Education Centre Financial Statements detailing the results of operations for the year ended December 31, 2013, and the financial position of the Civic Centre as at December 31, 2013. He noted that KPMG LLP – Chartered Accountants had expressed a clean audit opinion and that no material weaknesses in the Civic Centre's system of internal accounting controls had been detected and no management letter was prepared with respect to the operation of the Civic Centre.

Mr. Maisonville noted that the reserve held by the Civic Centre amounted to \$721,732 as at December 31, 2013 compared to \$478,934 in 2012 and \$481,934 budgeted for 2013. He noted that the change in the reserve balance from the 2013 budget to actual was primarily attributed to the delay in payment to the County for reconstruction of the Civic Centre, resulting from the slow start up in construction due to poor weather conditions. Also contributing to the favourable reserve position were operational savings in building repairs/maintenance, maintenance contract expenditures and greater than expected revenue from electricity exporting.

4. 2013 Building Operating Fund Audit (Continued...)

2-14

Moved by Mr. Paterson

Seconded by Ms. Burgess

That the Administrative Report from Mr. Rob Maisonville presenting the 2013 Essex County Civic and Education Centre Financial Statements be received;

And That the 2013 Essex County Civic and Education Centre Financial Statements be approved. **Carried**

5. 2014 Building Operations

Mr. Maisonville updated the Committee with respect to operations of the Essex County Civic Centre for the year, 2014 as at June 30, 2014. He noted that it was estimated that overall, net expenditures would be basically on budget for 2014. Greater than budget occupancy and winter snow removal costs were offset by savings in purchased services, repairs/maintenance and greater than budget revenue from the export of electricity.

3-14

Moved by Mr. Queen

Seconded by Ms. Desjarlais

That the Building Operations Report with respect to operations of the Essex County Civic Centre for the year, 2014, as at June 30, 2014, be accepted. **Carried**

6. Civic Centre Renovations – Status Report

Committee members considered a report providing a status report on the exterior and interior renovations, alterations and additions to the Essex County Civic Centre and seeking approval to expand the project to include renovation of the two main washrooms in the central foyer on the first floor.

It was noted that the project started in late fall of 2013 and was projected to be completed in 2014.

Total project costs are projected to be \$6,078,950 which includes the cost of the proposed washrooms in the main foyer at a cost of \$86,755.

6. Civic Centre Renovations – Status Report (Continued...)

Mr. Maisonville noted that the contractor encountered a number of unforeseen items that required architectural, structural and engineer approved modifications including:

Building Permit	\$5,000
Brick/Stone/Granite – modifications from allowance	\$24,638
Replacement of main electrical switchboard and breakers	\$43,694
Structural – base concrete structure and metal support	\$112,379
Main Gas Line Rupture	\$20,094
Elevator replacement – structural at roof and door openings	\$15,600
HVAC – exterior ductwork (#4), modifications for units #1, 2 and 3 and plumbing repairs	\$36,144

It was proposed that the renovations to the main washrooms at the foyer entrance be undertaken in September since elevator replacement and redevelopment of the foyer space will limit access to this area during the fall construction period. Renovations would also improve accessibility, utility consumption and provide synergies in cost savings while avoiding future facility disruption. Front Construction provided a cost proposal in the amount of \$86,755 for the renovations to the main foyer washrooms.

Ms. Soulliere stated that the Windsor-Essex Catholic District School Board would not be in favour of supporting the renovations to the main foyer washrooms. She advised that due to budget constraints at the Board, they wished to sell their share of the Civic Centre Building and use those funds towards the betterment of their students. She also commented the representatives from the Catholic School Board were not present during the vote to go forward with the initial Civic Centre renovations due to being under government supervision for 15

6. Civic Centre Renovations – Status Report (Continued...)

months and not having the ability to vote during that period of time.

Mr. Maisonville and several Committee members stated that the Civic Centre renovation had to go forward given the need for repairs that had been long overdue. Mr. Maisonville commented that the current washrooms were original to the facility and required updating.

Ms. Soulliere requested a recorded vote on the motion to renovate the two main washrooms in the foyer area of the Civic Centre building.

4-14

Moved by Ms. Burgess

Seconded by Mr. Paterson

That the report be received and the renovation of the two main washrooms, opposite the foyer on the main floor, as part of the Civic Centre renovation project, with a cost submitted by Front Construction, in the amount of \$86,755, be approved subject to approval by County Council of funding provided from the Corporation of the County of Essex' Capital Reserve, to be repaid as part of the entire Civic Centre renovation project by the Building Operating Fund over a 15 year period, commencing in 2014. **Carried**

In a **Recorded Vote**, the results of which are:

In Favour

Gord Queen
John Paterson
Sue Desjarlais
Richard Meloche
Julia Burgess

Opposed

Fred Alexander
Lisa Soulliere

Discussion took place regarding the vacant office space owned by the Windsor-Essex Catholic District School Board. Mr. Maisonville explained that appraisals for the space had been undertaken and had been provided to School Board administration. He also stated that he has repeatedly asked School Board Administration about selling their space but have not received anything from them. In response to a question

6. Civic Centre Renovations – Status Report (Continued...)

regarding leasing of an owner's office space, Mr. Maisonville advised that this is the owner's responsibility to get tenants, not that of the County or building operations.

Ms. Soulliere stated that she would pass this information along to Administration.

7. Art Acquisition Request

The Committee considered a request from Patrick Robitaille requesting that he be given the piece of art work entitled "The Drinking Fountain" which was a picture of him as a young boy and had had been drawn by his father, Ray Robitaille. Mr. Robitaille stated that his father had passed away a few years ago and the art work had great sentimental value to him. He also advised that he would be willing to help compensate by providing the Civic Centre with the 20" x 24" framed original watercolour picture entitled "A Minor Emergency" as a substitution. He also assured that the fountain drawing would stay within their family.

Mr. Maisonville advised that he had spoken to Al Linnell regarding the matter and there was some concern that this could set precedence. He also stated that Mr. Linnell felt that the water colour art work may not be as valuable as the fountain drawing. All the art work in the building has been purchased by the Civic Centre and the actual cost of the art work in question would have to be investigated.

5-14 Moved by Mr. Soulliere
Seconded by Desjarlais

That Mr. Robitaille be advised that the Building Management Committee would be willing to exchange the art work entitled "The Drinking Fountain" with the original framed watercolour entitled "A Minor Emergency". **Carried**

It was suggested that a photo of "The Drinking Fountain" be placed on the back of the new art work with some information on it and noting that it was exchanged for the water colour.

8. New Business

9. Next Meeting Date

It was agreed that the next meeting of the Committee would be held at the call of the chair.

10. Adjournment

On motion of Ms. Burgess and Ms. Soulliere, the meeting adjourned at 5:17 PM.



Administrative Report

Office of the Director of Corporate Services/Treasurer

To: Members of the Building Management Committee

From: Robert Maisonville
Director of Corporate Services/Treasurer

Date: March 26, 2015

Subject: Essex County Civic and Education Centre - Building Operating Fund 2015 Budget Report

Purpose

To present the 2015 Budget Report for the Essex County Civic and Education Centre Building Operating Fund.

Background

The Essex County Civic and Education Centre is owned and operated by the County of Essex, the Greater Essex County District School Board, the Windsor-Essex Catholic District School Board and the Essex Region Conservation Authority.

The body responsible for setting policies governing the operation and use of the Civic Centre is the Building Management Committee. The Committee is composed of eight members - two elected officials from each owner. One administrative representative from each owner also supports the Committee.

The following provisions are contained in an agreement dated January 12, 1981 between the Corporation of the County of Essex, the Essex County Board of Education, the Essex County Roman Catholic Separate School Board and the Essex Region Conservation Authority:

Robert Maisonville, Director of Corporate Services/Treasurer
Corporation of the County of Essex, Suite 202, 360 Fairview Avenue West, Essex, ON N8M 1Y6
Phone: 519-776-6441, ext. 1328; Email: rmaisonville@countyofessex.on.ca

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Essex County Civic and Education Centre - Building Operating Fund 2015 Budget Report

- 5. (a) An annual operating budget shall be prepared ...and forwarded to each party hereto; such operating budget, when approved by the parties hereto, shall be binding on the Management Committee.

- 5. (e) Any extraordinary expense not provided for in the annual operating budget must receive the approval of the Management Committee and the respective parties to the Agreement.

Discussion

Budget Report Structure

Included with the line item style of presentation is qualitative analysis identifying relevant operational variables, discussing a review of the prior year's performance and describing the planned activities for the current year.

Following the presentation of the estimates an Exhibit section is included to provide a clearer, more easily understood presentation of projected results of operations and the current year's estimates.

Method of Budgeting

The estimates are prepared using a combination of incremental budgeting and modified Zero Based Budgeting (ZBB) approaches.

For example, estimates for office supplies, staff expenses and utilities use a modified incremental budgeting approach wherein the previous year's budget and actual experience are considered in the development of the estimates for the current year budget.

Estimates for salaries and benefits, purchased services, capital expenditures and other types of discretionary expenditures follow a process similar to ZBB where expenditures must be rationalized annually.

Results of Operations 2014

Based on current results of operations, the Civic Centre's financial position, inclusive of reserve allocations, is projected to be in a surplus position of approximately \$20,000 for 2014. An unfavourable variance in winter maintenance costs is projected to be offset by savings in various other

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accounts including purchase services, maintenance contract expenses and greater recoveries for facility room rental and export of electricity.

Attached as Exhibit III, is the 2014 Budget Summary Comparison schedule, highlighting operational variance by major expenditure / revenue categories. As can be identified in the Exhibit, modest variances were realized across most operating categories, discussed below are the more significant variances, by major category:

Wages

Overages in part-time wages are attributable to staff replacements related to coverage for short term illness and weekend operations associated with the facility renovations.

Occupancy

Heating and cooling operations performed adequately during 2014. Despite the interrupted service associated with the HVAC replacements and the exposed elements resulting from the façade /window replacements, upgrades to the buildings HVAC system did result in an overall reduction in energy cost, more specifically, savings in electrical consumption were offset, in part, by greater than budget expenditures for natural gas and water/sewage. Upgrading of automated controls and air-balancing were still underway at the end of 2014, and should provide further efficiency in energy usage upon completion.

Grounds Repair / Maintenance

In total, grounds maintenance cost are forecasted to be under budget by approximately \$1,200. The severe winter weather experienced in January through March resulted in an overage of \$4,600 in snow removal/salting. Offsetting this overage was savings in ground maintenance, a result of service disruption associated with the facility façade replacement.

Building Repairs / Maintenance / Contracts

Based on year-to-date experience, it is projected that general maintenance expenditures will be below budget by approximately \$3,400, inclusive of maintenance contracts. The significant savings component relates to the savings in janitorial services. With regard to the janitorial contract, Duhok Cleaning Services continues to provide superior service without the need for added one-time cleaning requirements, as experienced with the prior

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contractor. Minor additional costs for alarm maintenance and monitoring were experienced in 2014.

Revenue

In total, general revenue is projected to exceed budget by approximately \$15,000. Accounting for the favourable variance was an increase in committee room rental usage and greater than budgeted return from "stand-by" charges for availability of generator use to support electrical procurement.

2015 Budget Estimates

In preparing the 2015 budget, Administration continues to balance the reality of the required operational and capital needs to manage the physical facility against the fiscal constraints facing public sector organizations.

The 2015 budget estimates contain a request for \$865,123 (net of HST), a 5.1% increase from the 2014 budget. This year-over-year increase is attributable, almost exclusively, to an increase in the Capital Expenditure Program. Included in the 2015 estimates is the second of fifteen annual payments related to reimbursement to the County for facility upgrades (facility façade, HVAC, elevator replacement and main floor washrooms). Also planned for 2015 is: the replacement of one of three chiller compressors (\$20,000); the underground structural components for replacement of the parking lot lighting with LED fixtures and security cameras (\$40,000, funded from reserve) in advance of the parking lot resurfacing in 2016; a reserve provision for the resurfacing of the parking lot (\$35,000) and replacement of the cafeteria flooring and seating (\$30,000).

Changes in operating expenditures either from prior year budget or projection include minor inflationary adjustments to various maintenance contracts, an overall reduction in electricity costs reflecting a reduction in consumption offset, in part, by an increase in utility rates, (efficiency impacts of the capital program will not be fully realized until 2015), changes to wages and benefit premiums, an increase in alarm monitoring/inspection fees and computer replacement for BAS controls/software. Favourable variances include a reduction in insurance costs (new carrier in 2014/15) and anticipated continued revenue from the export of electricity from the Civic Centre backup generator.

As approved by County Council and the Building Management Committee, the County has agreed to provide the up-front capital cost, interest free, for

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the facility renovation project (projected \$6.2 million). Provided below is a discussion on several opportunities for facility improvements not originally included in the initial contract but offered for further deliberation and consideration of the Committee for 2015. Provided in Table 1 is the 15 year repayment schedule to reimburse the County from 2014 through 2028 (cost recovery includes engineering / architectural / construction oversight and net HST).

Civic Centre Renovations – Project Status

The project commenced in late fall of 2013 and is scheduled for completion in the fall of 2015. Total project costs, including proposed foyer/central staircase tiling improvements are projected as follows:

Architectural and project oversight	165,000
Engineering (structural & mechanical)	112,056
Asbestos abatement & re-insulation	64,000
Tender – Front Construction	<u>5,257,000</u>
Sub-Total	5,598,056
Project contingency (~6% of tender)	334,700
Washrooms - main foyer + hot water distribution	131,200
Foyer/spiral stairs - tile (replace carpet)	<u>30,000</u>
Project Total	6,093,956
Net HST	<u>107,253</u>
Total	<u>6,201,209</u>

Table 1 – Civic Centre Renovation – Capital Repayment Schedule

Year	C.C. Reno. Repayment	Capital \$'s Reno. Current	Capital \$'s Reno. Reserve	Annual Costs	Capital Reserve
2013	-	-	-	-	442,300
2014	330,000	230,000	100,000	330,000	342,300
2015	345,000	255,000	90,000	345,000	252,300
2016	360,000	280,000	80,000	360,000	172,300
2017	370,000	305,000	65,000	370,000	107,300
2018	380,000	330,000	50,000	380,000	57,300
2019	390,000	355,000	35,000	390,000	22,300
2020	410,000	390,000	20,000	410,000	2,300
2021	417,300	415,000	2,300	417,300	-
2022	427,000	427,000	-	427,000	-
2023	437,000	437,000	-	437,000	-
2024	447,000	447,000	-	447,000	-
2025	457,000	457,000	-	457,000	-

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2026	467,000	467,000	-	467,000	-
2027	477,000	477,000	-	477,000	-
2028	487,000	487,000	-	487,000	-
Total	6,201,300	5,759,000	442,300	6,201,300	-

An initiative with County Engineering and ERCA is underway to re-design the parking area, incorporating a trail element that will extend from the back edge of the parking area through the woodlot at the far South/West sections of the property. A grant application is being prepared which will also incorporate completion of the exterior LED parking lighting and installation of showers and washroom upgrades at the lower ground level (no expenditures associated with the trail components will flow from the Building Operating Fund).

In recognition of the significant capital expenditures required to address the facility exterior, HVAC, elevator and loading ramp/dock, an increase in rental rates of 5.0% (consistent with the increase in operational costs) is included in the estimates for 2015. Rental rates are calculated at \$12.71 per square foot, an increase of \$0.61 per square foot from prior year.

Summary

The Building Management Committee's continued support of operational and fiscal strengthening initiatives will enable the Committee to provide for the efficient and effective operation of the Civic Centre.

Respectfully Submitted,

Robert Maisonville

Originally Signed by Robert Maisonville
Secretary - Treasurer – Building Operating Fund

Appendix No.	Title of Appendix
Appendix A	Building Operating Fund – 2015 Budget

BUILDING OPERATING FUND	2014 BUDGET	2014 ACTUAL	2015 BUDGET
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(unaudited)

BUDGET SUMMARY

Common Expenditures

Salaries and Wages	137,025	137,636	139,750
Benefits	42,600	41,938	43,360
Staff Expenses	1,250	1,250	1,250
Office Expenses	1,650	1,550	1,650
Equipment Purchases	300	450	500
Purchased Services	4,600	3,027	4,600
Occupancy	220,400	220,745	213,500
Building Repair/Maintenance	32,500	33,500	32,500
Grounds Repair/Maintenance	19,750	18,600	21,000
Maintenance Contracts/Services	95,260	91,894	98,180
Capital Expenditures	330,000	330,000	435,000
Administrative Assessment - Maint.	31,700	31,700	32,175
	917,035	912,290	1,023,465

Common Revenue

Tenant Rental Revenue	57,294	57,290	60,182
Other Revenue	20,500	35,500	34,250
	77,794	92,790	94,432

Net Common Expenditures	839,241	819,500	929,033
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Other Expenditures

Administrative Assessment - Admin.	30,630	30,630	31,090
	30,630	30,630	31,090

Excess of Expenditures over Revenue	869,871	850,130	960,123
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Contribution from Reserve	(47,000)	(27,259)	(95,000)
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Surplus-Beginning of Year	0	0	0
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Total Net Expenditures	822,871	822,871	865,123
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BUILDING OPERATING FUND		2014 BUDGET	2014 ACTUAL (unaudited)	2015 BUDGET
<u>BUILDING OPERATIONS</u>				
<u>Salaries and Wages</u>				
171011101	Full Time - Salaried	119,375	118,606	119,830
171011104	Part Time - Hourly	17,650	19,030	19,920
		137,025	137,636	139,750
<u>Benefits</u>				
171011201	Employment Insurance	2,800	2,890	2,930
171011202	Canada Pension	5,520	5,718	5,800
171011203	O.M.E.R.S.	13,100	13,050	13,165
171011204	Employer Health Tax	2,700	2,685	2,725
171011205	Health Insurance	12,020	11,360	12,210
171011206	Group Insurance	690	650	850
171011207	Disability Insurance	1,850	1,670	1,700
171011208	W.S.I.B.	3,070	3,065	3,130
171013016	Clothing Allowance	850	850	850
		42,600	41,938	43,360
<u>Staff Expense</u>				
171013011	Mileage	500	500	500
171013012	Staff Training	650	650	650
171013098	Other	100	100	100
		1,250	1,250	1,250
<u>Office Expense</u>				
171013101	Telephone	950	950	950
171013103	Sundry Office Supplies	200	200	200
171013109	Courier	100	0	100
171013110	Internal Printing	300	300	300
171013198	Other	100	100	100
		1,650	1,550	1,650
<u>Equipment Purchases</u>				
171013801	Small Tools/ Equipment	300	450	500
171013802	Visual Arts	0	0	0
		300	450	500
<u>Purchased Services</u>				
171013301	Legal & Consultant Fees	1,500	0	1,500
171013302	Audit Fees	3,100	3,027	3,100
		4,600	3,027	4,600
<u>Occupancy</u>				
171013401	Insurance	13,100	12,045	11,700
171013402	Heat	21,800	25,900	24,800
171013403	Hydro	170,000	158,000	156,000
171013404	Water/Sewage	15,500	24,800	21,000
		220,400	220,745	213,500

BUILDING OPERATING FUND	2014 BUDGET	2014 ACTUAL	2015 BUDGET
		(unaudited)	
<u>BUILDING OPERATIONS</u>			
<u>Building Repairs/Maintenance</u>			
171013610 Mtce/Repairs/Supplies	23,000	24,000	23,000
171013611 Bulbs / Ballasts	1,500	1,500	1,500
171013613 Motor Repairs	0	0	0
171013614 Janitorial Supplies	8,000	8,000	8,000
	32,500	33,500	32,500
<u>Grounds Repairs/Maintenance</u>			
171013620 Grounds Mtce-Contract	12,750	7,000	13,000
171013621 Snow Removal	7,000	11,600	8,000
	19,750	18,600	21,000
<u>Maintenance Contracts/Services</u>			
171013630 Janitorial Service	70,000	66,520	70,000
171013632 Elevator Maintenance	2,230	1,700	2,230
171013633 HVAC Controls & Chiller Maint.	13,300	13,400	13,600
171013634 Computer System Mtce	500	0	1,500
171013637 Alarm Monitoring	620	1,697	1,700
171013638 Fire Exting/Alarm Mtce	750	1,817	750
171013639 Boiler Inspection/Maintenance	1,500	0	1,500
171013640 Garbage Disposal	6,360	6,760	6,900
	95,260	91,894	98,180
<u>Capital Expenditures</u>			
171013803 Capital Expenditures	330,000	330,000	435,000
	330,000	330,000	435,000
<u>Administrative Assessments</u>			
171013305 Admin-County of Essex	30,630	30,630	31,090
171013306 Maintenance-County	31,700	31,700	32,175
	62,330	62,330	63,265
<u>Tenant Rental Revenue</u>			
171016705 Tenant Rental Revenue	57,294	57,290	60,182
	57,294	57,290	60,182
<u>Other Revenue</u>			
171016702 Interest Income	3,000	4,000	4,000
171016702 Export of Electricity	15,000	26,000	26,000
171016798 Other Revenue	2,500	5,500	4,250
	20,500	35,500	34,250

BUILDING OPERATING FUND
Calculation of Cost Sharing Responsibility

EXHIBIT I

		2014 BUDGET	2014 ACTUAL	2015 BUDGET				
			(unaudited)		County	Public Board	Separate Board	ERCA
2014	Net Common Expenditures	839,241	819,500		416,633	202,826	135,545	64,495
	Administrative Assessment - Admin	30,630	30,630		7,658	7,658	7,658	7,658
	Contribution to (from) Reserve	(47,000)	(27,259)		(13,858)	(6,747)	(4,509)	(2,145)
	Surplus-Beginning of Year	0	5		5	(2)	1	1
		<u>822,871</u>	<u>822,876</u>		<u>410,438</u>	<u>203,735</u>	<u>138,695</u>	<u>70,009</u>
	Cost Sharing Revenue	(822,871)	(822,876)		(410,436)	(203,736)	(138,696)	(70,008)
	Deficit (Surplus) - End of Year	<u>0</u>	<u>0</u>		<u>2</u>	<u>(1)</u>	<u>(1)</u>	<u>1</u>
2015	Net Common Expenditures (less HST)			929,033	472,319	229,936	153,662	73,115
	Administrative Assessment - Admin			31,090	7,773	7,773	7,773	7,773
	Contribution to (from) Reserve			(95,000)	(48,298)	(23,513)	(15,713)	(7,477)
	Deficit (Surplus) - Beginning of Year			0	2	(1)	(1)	1
	Total Net Expenditures before HST			<u>865,123</u>	<u>431,796</u>	<u>214,195</u>	<u>145,721</u>	<u>73,412</u>
			% Increase	5.1%	5.2%	5.1%	5.1%	4.9%
Monthly Installments (excluding HST)					35,983	17,850	12,143	6,118
<u>Allocation of Costs:</u>								
	Common Expenditures				50.84%	24.75%	16.54%	7.87%
	Administrative Assessment				25.00%	25.00%	25.00%	25.00%

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BUILDING OPERATING FUND
Schedule of Capital Expenditures

	2014 BUDGET	2014 ACTUAL (unaudited)	2015 BUDGET
<u>2014</u>			
Building Envelope Construction - County repayment	330,000	330,000	
	<u>330,000</u>	<u>330,000</u>	
<u>2015</u>			
Building Envelope Construction - County repayment			345,000
Cafeteria - replace flooring & chairs			30,000
Lighting & Security Prep. - Parking area (from reserve)			40,000
Chiller compressor			20,000
			<u>435,000</u>
<u>Contributions to (from) Reserve</u>			
Parking Lot	40,000	40,000	35,000
Building Envelope & Parking Lot	(100,000)	(100,000)	(130,000)
Asset Replacement	13,000	13,000	0
	<u>(47,000)</u>	<u>(47,000)</u>	<u>(95,000)</u>
Total	<u>283,000</u>	<u>283,000</u>	<u>340,000</u>

BUILDING OPERATING FUND
Budget Summary Comparison

	<u>2014</u> <u>BUDGET</u>	<u>2014</u> <u>ACTUAL</u> (unaudited)	<u>VARIANCE</u> (fav./unfav.)
<u>BUDGET SUMMARY</u>			
<u>Common Expenditures</u>			
Salaries and Wages	137,025	137,636	611
Benefits	42,600	41,938	(662)
Staff Expenses	1,250	1,250	0
Office Expenses	1,650	1,550	(100)
Equipment Purchases	300	450	150
Purchased Services	4,600	3,027	(1,573)
Occupancy	220,400	220,745	345
Building Repair/Maintenance	32,500	33,500	1,000
Grounds Repair/Maintenance	19,750	18,600	(1,150)
Maintenance Contracts/Services	95,260	91,894	(3,366)
Capital Expenditures	330,000	330,000	0
Administrative Assessment - Maint.	31,700	31,700	0
	<u>917,035</u>	<u>912,290</u>	<u>(4,745)</u>
<u>Common Revenue</u>			
Tenant Rental Revenue	57,294	57,290	4
Other Revenue	20,500	35,500	(15,000)
	<u>77,794</u>	<u>92,790</u>	<u>(14,996)</u>
<u>Net Common Expenditures</u>	839,241	819,500	(19,741)
<u>Other Expenditures</u>			
Administrative Assessment - Admin.	30,630	30,630	0
	<u>30,630</u>	<u>30,630</u>	<u>0</u>
Excess of Revenue over Expenditures	869,871	850,130	(19,741)
Cost Sharing Revenue	(822,871)	(822,876)	(5)
Net Contribution to/(from) Reserve	(47,000)	(27,259)	19,741
Surplus-Beginning of Year	0	5	5
Deficit-End of Year	<u>0</u>	<u>0</u>	<u>0</u>

BUILDING OPERATING FUND
Schedule of Reserve Sources and Applications

	<u>2010</u> <u>ACTUAL</u>	<u>2011</u> <u>ACTUAL</u>	<u>2012</u> <u>ACTUAL</u>	<u>2013</u> <u>ACTUAL</u>	<u>2014</u> <u>ACTUAL</u>	<u>2015</u> <u>BUDGET</u>
<u>Sources</u>						
Contribution to Reserve / Surplus Unexpended Visual Art Allocation	30,000	107,890	202,409	242,798	72,741	35,000
	30,000	107,890	202,409	242,798	72,741	35,000
<u>Applications</u>						
Contribution to Operations Visual Art Allocation	64,998	172,000	0	0	100,000	130,000
	64,998	172,000	0	0	100,000	130,000
Net Contribution in Year	(34,998)	(64,110)	202,409	242,798	(27,259)	(95,000)
Balance - Beginning of Year	375,633	340,635	276,525	478,934	721,732	694,473
Balance - End of Year	<u>340,635</u>	<u>276,525</u>	<u>478,934</u>	<u>721,732</u>	<u>694,473</u>	<u>599,473</u>

Allocation of Reserve Balance

Parking Lot resurfacing	300,000
Visual Art	6,875
Building Envelope	252,298
Asset Replacement	13,000
Unspecified	<u>27,300</u>
	<u><u>599,473</u></u>

BUILDING OPERATING FUND
Schedule of Capital Expenditures - Five Year Forecast

<u>Project</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Building Envelope (window/glass/veneer)	360,000	370,000	380,000	390,000	410,000
Asset Replacement (washrooms '17-'19)	25,000	95,000	85,000	85,000	75,000
Parking Lot Repairs	420,000				
Total Expenditures	805,000	465,000	465,000	475,000	485,000
Reserve contribution	(440,000)	(75,000)	(50,000)	(35,000)	(20,000)
Expenditures from Current	<u>365,000</u>	<u>390,000</u>	<u>415,000</u>	<u>440,000</u>	<u>465,000</u>

February 27, 2015

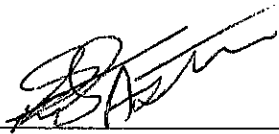
Building Management Committee
Essex County Civic and Education Centre
360 Fairview Ave., W. Essex, ON

In accordance with the Civic Centre tender specifications (#2012-CC1), Duhok Cleaning Services Inc. is pleased to extend cleaning services for the period July 2016 to June 2018 based on a nominal cost of living increase to offset the cost of supplies and wages, as outlined below:

	Current	-----Proposed-----		
	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>
Monthly Cleaning Charges	\$ 5,575.00	\$ 5,687.00	\$ 5,800.00	\$ 5,920.00
HST	<u>724.75</u>	<u>739.31</u>	<u>754.00</u>	<u>769.60</u>
Annual Charge	\$75,597.00	\$77,115.72	\$78,648.00	\$80,275.20

Trusting this proposal meets with the Committee's approval, we remain committed to providing quality cleaning service to the owners and occupants of the Essex County Civic and Education Centre.

Kind regards,



Haykaz (Steve) Astyphn
Dukok Cleaning Services Inc.
737 Alexandrine
Windsor, Ontario
N8X 3C2

Rob Maisonville

From: Rob Maisonville
Sent: Wednesday, March 04, 2015 9:53 AM
To: Fernando Bayuga (fbayuga@wechu.org); 'Neil Mackenzie'; 'Gabrielle McMillan'; 'Shelley McMullen'; 'Richard Wyma'; 'Kevin Money' (KMoney@erca.org); Bill King; Phillip Berthiaume; Mary Brennan; Brian Gregg; Greg Schlosser; Tom Bateman; Ilja Maodus; 'dwayne.teskey@publicboard.ca'; Paula Beattie; Michael Kappl; Wendy St.Amour; Building Maintenance; Richard Turton; Cam Wright; Heather Taylor; Bruce Krauter; rgreenall@essexcountylibrary.ca
Cc: Steve Schmidt (sschmidt@vipenergy.ca)
Subject: Energy and waste conservation - Civic Centre
Attachments: Energy_Resource_Awareness__092314.pdf; March_26_Pledge_Display_Announcement.pdf

Hi Everyone:

In an effort to continue our conservation efforts beyond just the capital reconstruction of our building, the County is implementing an **Energy and Resource Awareness (ERA) Program** at the Civic Centre. ERA is an employee-focused education and action program that facilitates heightened awareness and knowledge of good sound resource conservation principles and actions with the ultimate goal of reducing waste, protecting the environment and saving money, both at work and at home. The County has retained the services of VIP Energy and the Essex-Windsor Solid Waste Authority to assist us in this education process. **To help get the conversation started we will be launching a kick-off day on March 26th, with information available in the cafeteria, see attached flyer.**

The goals of the ERA Program, as outlined in the attached paper, are as follows:

- ◆ To improve employee's awareness of their important role in conserving energy and resources
- ◆ To reduce our overall utility charges
- ◆ To be recognized as a leader in energy and resource conservation
- ◆ To reduce the overall waste sent to landfill
- ◆ To capture all recycling generated throughout the Civic Centre

Accordingly, we are looking for 1-2 volunteers from your organization to assist with the program. If you could share this e-mail with your staff to attract those eager and energetic individual interested in getting involved with our Energy & Resource Awareness Program it would be greatly appreciated. ***The time commitment would be limited to a few hours per quarter, likely during lunch break, with lunch provided. If you think you could spare a little time, please contact Rob Maisonville at rmaisonville@countyofessex.on.ca***

As an organization and a Civic Centre Owner/Tenant you can be a Program Champion and help lead the charge in our fight to reduce waste and conserve energy.

Kind regards,

Rob

Robert J. Maisonville, B.Comm., MBA
Director of Corporate Services / Treasurer
County of Essex
360 Fairview Ave., W.
Essex, Ont. N8M 1Y6
(519) 776 - 6441 ext. 1328
(519) 776 - 4455 (fax)
TTY# 1-877-624-4832
rmaisonville@countyofessex.on.ca

GOALS OF CIVIC CENTRE'S ERA PROGRAM

- ◆ To improve employee's awareness of their important role in conserving energy and resources
- ◆ To reduce our overall utility charges
- ◆ To be recognized as a leader in energy and resource conservation
- ◆ To reduce the overall waste sent to landfill
- ◆ To capture all recycling generated throughout the Civic Centre

Just how important is an Employee Energy and Resource Awareness (ERA) program?

It's very important! Consider this...on any given day approximately 200 employees and visitors come to work at the Civic Centre to perform their daily duties while using office and communications equipment, in a well-lit, comfortably heated or cooled environment. In a 365-day operation, these seemingly simple daily rituals account for over \$210,000 in annual utility costs (electricity, natural gas and water) and over \$7,000 in waste disposal. Helping employees understand the negative social, environmental and financial impacts of energy and resource use can help to facilitate and promote positive change in behaviors. Small, progressive changes then affect an organization's financial well-being and help to improve the organization's ecological footprint on the environment. Plus, every dollar saved on building operation and equipment can be better spent improving service delivery within the facility. Just imagine, if every employee consciously made an effort to follow simple conservation measures such as turning off lights, using energy saver modes on equipment, shutting down computers or monitors at the end of the day, and making better use of recycling and reuse opportunities this organization could reduce its dependence on limited resources and save a considerable amount each year.

We are a society of people who 'struggle to turn things off' because we "might need them eventually" vs. being individuals that 'struggle to turn things on' when we really need them. This takes time and requires a shift in behaviors, a change in thought, a wave of conservation – and we all have it in us. Let's be proactive and start this process and do it right. The **POWER** to change is in us, let's make it work.

Why is being a leader in waste reduction and waste diversion important?

For many people once they are finished with something in the office it makes its way into the nearest garbage can or recycling container and is forgotten. The next day the garbage can is empty and therefore "out of site out of mind".

But the reality is that garbage isn't gone! It just moved from the office down the street to the Regional Landfill to be buried and depending on what it is, it is going to stay there having an impact on our community environmentally and economically, for a very long time. Plastic bottles- 70-450 years; plastic bags- 500-1000 years; (tetra) covers and drink packets- 5 years; glass bottles- 1,000,000 years; and 1-2 million years for aluminum cans.

You have a choice on whether your actions will have a positive or negative impact on your community. One really simple way to make a positive impact locally and globally is to always follow the 3 R's hierarchy (Reduce, Reuse and Recycle). When you follow this philosophy in regards to how much waste you as an individual produce every day you are doing much more than just sending less stuff to the landfill. You are also saving valuable natural resources, energy, reducing pollution, conserving water, preserving habitat for flora and fauna not just in our community but globally. Not a bad day at the office for taking the extra second to walk your yogurt cup and paper waste to the blue box and red box.

We as North American's are resource hogs! North America has 8% of the world's population, consumes 1/3 of the world's resources and produces almost half of the world's non-organic garbage. Yikes! Pretty embarrassing. But we can change that trend with everyone's help. Every little action big and small does make a difference. *"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has."* Margaret Mead.

Still not convinced? Let's get down to the numbers!

- Manufacturing recycled paper produces 74% less air pollution and 35% less water pollution, as well as using 58% less water and 64% less energy than making paper from virgin wood pulp. Making one tonne of recycled paper uses only about 60% of the energy needed to make a tonne of virgin paper.
- By recycling one tonne of paper you save:
 - 17 trees
 - 6,953 gallons of water
 - 463 gallons of oil
 - 583 pounds of air pollution
- Recycling a glass jar saves enough energy to light a bulb for 4 hours.
- It takes 95% less energy to produce new aluminum from discarded aluminum pop cans than from raw materials. Recycling one aluminum can saves the amount of energy to light one 100 watt bulb for 20 hours or run a TV for 3 hours.
- Recycling a tonne of PET containers saves 7.4 cubic yards of landfill space. Five PET bottles yield enough fiber for an XL T-shirt.
- Canadians produce approximately 7 million tonnes of organic waste each year, two thirds of which can be composted.
- 5 billion drink boxes are thrown away each year in North America.
- 70% of landfilled waste could be either reused or recycled.
- Approximately 35% of municipal solid waste is packaging and \$1 out of every \$10 spent on food goes into packaging.
- Recycling all of your home's waste newsprint, cardboard, glass and metal can reduce carbon dioxide emissions by about 400 kgs a year.
- Landfills sites account for about 38% of Canada's total methane emissions.
- There are well over 10,000 landfill sites in Canada.
- A 600-watt photocopier left on standby for 24 hours a day uses about \$750 of electricity in a year. If this machine is turned on only during normal working hours, two thirds of this electricity.
- 25% of the energy used to manufacture cardboard is saved when the cardboard is recycle.

We do have the **RESOURCES** to make all the changes necessary.

Take the County of Essex/Civic Centre

128 ENERGY PLEDGE

on March 26, 2015



Join the **CONSERVATION EFFORT.**

Questions, comments or ideas?

E-mail RMaisonville@countyofessex.on.ca



County of
Essex
Ontario, Canada