

**AGENDA**  
of the  
**NEW CITY HALL PROJECT STEERING COMMITTEE**  
Thursday, November 23, 2017  
9:00 o'clock a.m.  
Meeting Room Walkerville, 3rd Floor - 350 City Hall Square E.

1. **Call to Order**
2. **Declarations of Conflict**
3. **Adoption of the Minutes**  
Adoption of the minutes of the meeting held August 24, 2017 – *attached*.
4. **Business Items**
  - 4.1 **Project Update**  
Report of the Project Manager dated November 15, 2017 entitled “New City Hall – Project Update, November 2017” – *attached*.
  - 4.2 **Financial Summary Update**  
Report dated November 15, 2017 entitled “New City Hall Financial Summary Update” – *attached*.
5. **New City Hall Project Executive Committee Minutes**  
Minutes of the New City Hall Project Executive Committee – *attached*.  
Meeting dates:
  - August 1, 2017
  - September 11, 2017
6. **Other Business**
7. **Date of Next Meeting**  
February 2018 (To be confirmed)
8. **Adjournment**

## **Minutes of the New City Hall Project Steering Committee held August 24, 2017**

A meeting of the **New City Hall Project Steering Committee** is held this day commencing at 3:00 o'clock p.m. in the Walkerville Meeting Room, there being present the following members:

Mayor Drew Dilkens, Chair  
Councillor Paul Borrelli  
Councillor Jo-Anne Gignac  
Councillor Hilary Payne (arrives at 3:12 p.m.)  
Councillor Ed Sleiman

### ***Guest in attendance:***

David Hanna

### ***Also present are the following resource personnel:***

Wadah Al-Yassiri, Project Administrator  
Shelby Askin-Hager, City Solicitor  
Onorio Colucci, Chief Administrative Officer  
Valerie Critchley, City Clerk  
Cathy Masterson, Manager, Cultural Affairs  
Dave Soave, Project Accountant  
France Isabelle Tunks, Senior Manager of Development Projects & Right-of-Way  
Harry Turnbull, Executive Director Information Technology  
Mark Winterton, City Engineer  
Karen Kadour, Committee Coordinator

### **1. Call to Order**

The Chair calls the meeting to order at 3:02 o'clock p.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

### **2. Declarations of Conflict**

Councillor Borrelli discloses an interest on any matter dealing with the food service at the food kiosk in the New City Hall building.

**3. Adoption of the Minutes**

Moved by Councillor Gignac, seconded by Councillor Sleiman,  
That the minutes of the New City Hall Project Steering Committee of its meeting held May 25, 2017 **BE ADOPTED** as presented.  
Carried.

**4. Business Items**

**4.1 Project Update**

Councillor Sleiman notes a financial discrepancy in the report relating to the total construction cost.

**Clerk's Note:** An e-mail from Dave Soave dated August 25, 2017 provides an explanation relating to the financial discrepancy in the report *attached* as Appendix "A".

In response to a question asked by Councillor Sleiman regarding Community Living Windsor and their potential use of the food kiosk on the first floor of the New City Hall, W. Al-Yassiri responds Community Living Windsor will be providing an Expression of Interest to the city.

Moved by Councillor Gignac, seconded by Councillor Sleiman,  
That the report of the Project Administrator dated August 10, 2017 entitled "New City Hall – Project Update, August, 2017" **BE RECEIVED**.  
Carried.

**4.2 Financial Summary Update**

Moved by Councillor Gignac, seconded by Councillor Sleiman,  
That the report of the Project Accountant dated August 15, 2017 entitled "New City Hall Financial Summary Update" **BE RECEIVED** for information.  
Carried.

**5. New City Hall Project Executive Committee Minutes**

Discussion ensues regarding the proposed audio visual equipment upgrade for the Council Chambers. W. Al-Yassiri states in consultation with Information Technology possible upgrades were identified which included enhanced speakers, enhanced microphones and a hearing impaired friendly system. Two options were provided to the consultant and the Executive

Committee chose Option 2 at an approximate cost of \$105,000. Option 2 is more feasible and cost effective to the project.

V. Critchley advises discussion has taken place with Cogeco regarding live stream broadcasts of the Council meetings. W. Al-Yassiri indicates the roughed-in infrastructure will be available for either the live stream from Cogeco or via in-house or other third party. He adds closed captioning will also be available.

Moved by Councillor Gignac, seconded by Councillor Sleiman,  
That the minutes of the New City Hall Project Executive Committee of its meetings held May 12, 2017 and June 6, 2017 **BE RECEIVED.**  
Carried.

**6. Other Business**

W. Al-Yassiri reports the New City Hall project is on schedule and on budget and adds the building will be occupied on a date sometime in May 2018.

**7. Date of Next Meeting**

The next meeting will be held on Thursday, November 2, 2017 at 2:00 p.m. in the Walkerville Meeting Room, 3<sup>rd</sup> floor, City Hall.

**8. Adjournment**

There being no further business, the meeting is adjourned at 3:20 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR