

**AGENDA**  
**of the**  
**NEW CITY HALL PROJECT STEERING COMMITTEE**  
**Thursday, February 23, 2017**  
**2:30 o'clock p.m.**  
**Meeting Room Walkerville, 3rd Floor - 350 City Hall Square E.**

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1. **CALL TO ORDER**
  
2. **DECLARATIONS OF CONFLICT**
  
3. **ADOPTION OF THE MINUTES**  
Adoption of the minutes of the meeting held October 27, 2016 – **attached.**
  
4. **BUSINESS ITEMS**
  - 4.1 **Project Update**  
Report of the Project Manager dated February 16, 2017 entitled "New City Hall – Project Update, February 2017" – **attached.**
  
  - 4.2 **Financial Summary Update**  
Report dated February 16, 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 date: October 18, 2016
  
6. **OTHER BUSINESS**  
Time-lapse Video - NCH construction (July 2016 – February 2017)
  
7. **DATE OF NEXT MEETING**  
The next meeting will be held on Thursday, May 25, 2017 at 2:00 p.m. in the Walkerville Meeting Room.
  
8. **ADJOURNMENT**

KK/  
Windsor, Ontario October 27, 2016

A meeting of the **New City Hall Project Steering Committee** is held this day commencing at 2:00 o'clock p.m. in the Walkerville Meeting Room, 3<sup>rd</sup> floor, City Hall, there being present the following members:

Mayor Drew Dilkens, Chair  
Councillor Paul Borrelli  
Councillor Jo-Anne Gignac  
Councillor Chris Holt  
Councillor Hilary Payne  
Councillor Ed Sleiman

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

Wadah Al-Yassiri, Project Administrator  
Onorio Colucci, CAO  
Valerie Critchley, City Clerk  
Tom Graziano, Senior Manager Facilities  
Joe Mancina, Chief Financial Officer/City Treasurer  
Cathy Masterson, Manager Cultural Affairs  
Jason Moore, Senior Manager Communications  
Dave Soave, Project Accountant  
France Isabelle-Tunks, Senior Manager Development Projects  
Harry Turnbull, Executive Director of Information Technology  
Mark Winterton, City Engineer  
Karen Kadour, Committee Coordinator

**1. CALL TO ORDER**

The Chair calls the meeting to order at 2:01 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**

None disclosed.

**3. ADOPTION OF THE MINUTES**

Moved by Councillor Sleiman, seconded by Councillor Payne,  
That the minutes of the New City Hall Project Steering Committee of its meeting held May 20, 2016 **BE ADOPTED** as presented.  
Carried.

**4. BUSINESS ITEMS**

**4.1 Project Update**

Moved by Councillor Gignac, seconded by Councillor Sleiman,  
That the report of the Project Administrator dated October 19, 2016 entitled "New City Hall – Project Update, October 2016" **BE RECEIVED**.  
Carried.

**4.2 Financial Summary Update**

In response to a question asked by Councillor Payne regarding the projected use of the Project Contingency Fund, W. Al-Yassiri responds the contingency funds can be utilized for demolition of the existing City Hall or for project enhancement depending on how much it is utilized during the current construction.

Moved by Councillor Sleiman, seconded by Councillor Gignac,  
That the report of the Project Accountant dated October 19, 2016 entitled "New City Hall Financial Summary Update" **BE RECEIVED**.  
Carried.

**4.3 Food Kiosk On the Main Floor of New City Hall/Options & Alternatives**

W. Al-Yassiri advises administration is seeking direction to either eliminate future food kiosk services within the construction contract, or, to proceed with the "roughed-in" services per the contract and to issue an RFP to gauge interest to provide food services. He adds a future report can be provided that would provide alternatives for usage of this space, i.e. display cases, installation of flat screen televisions that would advertise City Hall services or as a "spill out" area when extra space is required due to the number of people attending a City Council meeting.

In response to a question asked by Councillor Borrelli regarding the current kiosk located in 400 City Hall Square East, W. Al-Yassiri responds the tenant at 400 CHS has expressed concern that if two food services are available then neither would be profitable nor sustainable.

Councillor Sleiman asks if the area is not "roughed-in", what savings would be realized. W. Al-Yassiri states the savings would be minimal, approximately \$10,000 or less.

C. Sleiman suggests placing vending machines in the area with ready-made sandwiches.

Councillor Payne states services provided through the City's website will diminish the number of people visiting City Hall.

Moved by Councillor Payne, seconded by Councillor Holt,  
That the food kiosk services provided in the construction contract for the New City Hall **BE ELIMINATED**.

The motion is put and is lost.

Moved by Councillor Gignac, seconded by Councillor Sleiman,  
That Administration **BE DIRECTED** to proceed with "roughed-in" services per the construction contract and to issue a Request For Proposal to gauge interest in providing food services for the new City Hall.

Carried.

#### **4.4 Communication Update (Quarterly) on the Project Construction to City Council**

W. Al-Yassiri indicates that it was suggested a quarterly communication update to City Council (one page project status) might improve communications for this project and would provide an opportunity to update Council and the public at large.

Moved by Councillor Payne, seconded by Councillor Holt,  
That Administration **BE DIRECTED** to provide quarterly communication updates to City Council regarding Project Construction of the New City Hall.

Carried.

### **5. NEW CITY HALL PROJECT EXECUTIVE COMMITTEE MINUTES**

Moved by Councillor Gignac, seconded by Councillor Sleiman,  
That the minutes of the New City Hall Project Executive Committee dated April 6, 2016, May 11, 2016, June 21, 2016 and September 20, 2016 **BE RECEIVED**.

Carried.

6. **OTHER BUSINESS**

Councillor Sleiman suggests the installation of solar powered lighting on the civic plaza walkway that connects the new City Hall to 400 City Hall Square East. W. Al-Yassiri responds the new City Hall will have LED lighting and consideration for solar powered lighting will be part of Phase 3 – the future civic plaza design.

7. **DATE OF NEXT MEETING**

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

8. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 2:34 o'clock p.m.

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CHAIR

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COMMITTEE COORDINATOR