

AGENDA
CITY HALL SQUARE PLAZA & CIVIC ESPLANADE STEERING COMMITTEE
meeting held
Thursday, August 12, 2021
at 10:00 a.m.
via Zoom video conference

1. Call to Order

2. Election of Chair

3. Declaration of Conflict

4. Presentation

Presentation by Cindi Rowan, Studio L – Director, FORREC

5. Business Items

5.1 Project Update

Report of the Project Manager dated August 12, 2021 entitled “City Hall Square Plaza and Civic Esplanade – Project Update” – ***attached.***

5.2 City Hall Square Plaza & Civic Esplanade Project Executive Committee Minutes

Minutes of the City Hall Square Plaza Project Executive Committee – ***attached.***

Meeting Dates – March 12, 2020, October 8, 2020, February 2, 2021 and June 10, 2021

6. Other Business

7. Date of Next Meeting

To be determined.

8. Adjournment



Subject: City Hall Square Plaza and Civic Esplanade Project Update

Reference:

Date to Committee: August 12, 2021:

Author: Adam Coates

Planner III, Sr. Urban Designer

519-255-6543 ext 6352

acoates@citywindsor.ca

Planning and Development

Report Date: July 30, 2021

Clerk's File #:

To: Steering Committee – City Hall Square Plaza and Civic Esplanade

Recommendation:

THAT the Steering Committee **RECEIVE** for information the project financial summary for the City Hall Square Plaza and Civic Esplanade dated July 30, 2021;

THAT the Steering Committee **RECEIVE** for information the “WEC Project Report” (Appendix A) completed by FORREC;

That the Steering Committee **RECEIVE** for information the “What We Heard Report” (Appendix B) submitted by Gloss Arch + Eng and FORREC, which details the public consultations to date.

Executive Summary:

N/A

Background:

On March 8, 1993, Council adopted the Civic Square Urban Design Study and Master Plan which set the physical and planning framework for the coordinated development of the “Civic Square” area of downtown. It envisioned the Civic Square developing over time as a unified governmental precinct (i.e. a campus) that acknowledged the rich context of the past and present conditions.

On January 20, 2014, City Council received a report for the development of a New City Hall Facility. (Report 16526) The report outlined the New City Hall Project and provided approval and direction. CR2012014. Moriyamma & Teshima Architects were hired to do the building design and accordingly a high level organizational concept was provided to the architect which incorporated the direction established by the Civic Square Urban Design Study and Master Plan and subsequent investments.

As part of this project, the City applied for the Investing in Canada Infrastructure Program – Culture and Recreation Stream (ICIP-CR). Council Report C167/2019 outlined the scope of the application. The CHSP was one piece of the larger “Connecting People and Places” project, which was ultimately submitted for the grant. The ICIP application required preliminary estimates and a programme was developed for the CHSP to accomplish this. Unfortunately, the City was unsuccessful at securing the grant.

Council Resolution CR 422/2020 approved a budget of \$550,000 (plus applicable taxes) for the completion of **Phase 1 – Programming and Conceptual Design for the City Hall Square Plaza and Civic Esplanade**.

The first phase includes providing a review and developing the direction for the Civic Esplanade, as well as 3 detailed conceptual designs for City Hall Square Plaza. The City Hall Square Plaza is the area directly North of 350 City Hall. The Civic Esplanade is the linear park that connects the City Hall to Riverside Drive, and includes Charles Clarke Square, the area between the Police Station and the Casino, as well as the location known as the Civic Green, which extends between Pitt St. and Riverside Drive.

The stakeholder/public engagements are an important part of the project and help define the overall project program, and conceptual designs. The Planning Department is the project lead during the first phase and has been supported by Corporate Projects. The scope of Phase 1 includes:

- City Hall Square Plaza (CHSP) and Civic Esplanade (CE), from 350 City Hall and connecting to the riverfront;
- Evaluation of the existing conditions and previous master plans/studies;
- Public consultation and stakeholder engagements;
- Developing the CHSP & CE Project Programme;
- Updating the conceptual design for the length of the Civic Esplanade, with particular attention given to the impacts that the project will have on Charles Clark Square, and;
- Develop conceptual designs for the City Hall Square Plaza.

FORREC and their team were awarded *RFP 59-20 Design Services for the Civic Esplanade and City Hall Square Phase 1*.

Discussion:

The design team has been working diligently with City staff and external stakeholders to develop to analyze the existing conditions, review relevant historical documents, analyze similar projects in scopes, benchmark their findings through precedent studies, provide programme direction and develop a conceptual narrative that is Windsor specific and context appropriate.

The “WEC Report” (Appendix A) outlines these efforts and includes:

- 1) Project Brief – outlining the History of the Site, the previous Urban Design Study, the New City Hall, and the project limits.
- 2) A summary of the “What We Heard” (Appendix B)
- 3) Benchmarking Documents – outlining precedent studies of comparable civic spaces from around Canada and the United States. It also analyzes existing street design from an experiential perspective.
- 4) Programming – This section identifies the programme elements that were adopted for the project as part of the ICIP Grant application. It also identifies programme elements that were suggested through stakeholder engagements and a scale study of major programming elements.
- 5) Swot Analysis – Identifying the sites Strengths, Weaknesses, Opportunities and Threats.
- 6) Site Analysis

Further to the “WEC Report” summary, the full “What We Heard” (Appendix B) has been attached for reference. The “What We Heard” report documents everything heard from the community through the course of the public engagement process for the City Hall Square Plaza and Civic Esplanade project.

The feedback has been used to direct the design of the project and help weigh priorities as the design has developed. Staff from Glos Arch + Eng and FORREC met with various departments of the City of Windsor, as well as community stakeholder groups to gather information critical to the project’s design. The list below comprises the engagement activities:

- 1) Online Engagement

www.windsorcivicesplanade.ca

Website acts as a one-stop portal for all project information, updates, and engagement tools for the life of the project.

Engagement Tools:

- Interactive Map (62)
- Idea-Sharing Bulletin Board (43)
- Survey #1 (313)
- Email registration for updates

- 2) Project Awareness Campaign
- 3) Focus Groups (Internal) (6)
- 4) Focus Groups (External) (14)

The focus group discussions were held over the course of a few months in the form of virtual meetings. Given the limited ability of virtual meetings to engage large groups of participants in a meaningful way, the meetings were held with individual groups which allowed the conversations to be focused and topical.

The feedback from the meetings and online engagement tools have been extensive. There were more than 20 focused virtual online meetings held with internal and external stakeholders. The online “Idea Sharing” tool received 43 unique ideas generated from the community. The online survey was comprised of 24 question and had 313 responses. Further to that, the online “Interactive Mapping” tool invited participants to add geo-located pins to a map of the site to highlight new ideas, point out what is currently working and also where problems currently exist.

Detailed documentation of the data collected is outlined in the “What We Heard” report (Appendix B) and all the collected data has been attached.

Land Acquisition

During the In-Camera meeting on April 19, 2021 a report was brought forward for the acquisition of vacant land at the southeast corner of Windsor Ave and City Hall Square South. Council approved this purchase, and line 18 of the Financial Summary Report located in the Financial Matters section highlights the cost associated with the land acquisition. The map below illustrates the subject property.

As outlined in the In-Camera report, the property’s adjacency to City Hall provides the opportunity to reallocate secondary programme elements from the new City Hall Square

Plaza project, and the potential to create an access point, or gateway, into the City Hall campus from Windsor Ave.

The City Hall Square Plaza and Civic Esplanade project includes programme elements that can be considered high priority as well as some secondary programme elements. These secondary programme elements include parking and drop off space. The proximity of the subject property presents an opportunity to alleviate some of the secondary programme requirements of the plaza and allow more space for the high priority programme elements that will be utilized by the public. These may include the skating rink, splash pad facility, pavilion building, and open assembly space.

Next Steps include:

- Community Open House / PIC. The design team is re-engaging targeted shareholders as well as holding another round of online comment intake.
- Refine the concepts base on the additional engagements and feedback to date.
- Prepare a high-level cost estimate.
- Presentation of conceptual designs to the Steering Committee
- Revise concepts based on Steering Committee direction.
- Provide Final Conceptual Designs.

Risk Analysis:

A detailed risk analysis has been completed as part of the Project Charter and was adopted by Council Resolution CR 422/2021.

Financial Matters:

Project-to-date expenditures totalling **\$197,046** for **Phase 1** and **\$532,407** for **Land Acquisition** (as at July 30, 2021) are summarized in the table below along with a the overall allocated project budget per CR 422 2021.

Financial Summary Report as at July 30, 2021

	Budget (01-01-2021)	Actuals	Variance	Estimated Project Total	Estimated Project Variance
REVENUE					
1 Transfer From Reserve Funds	(\$743,000)	(\$743,000)	\$0	(\$743,000)	\$0
2 2020 PLN-021-07 (CR422/2020) Phase 1	(\$243,000)	(\$243,000)	\$0	(\$243,000)	\$0
3 2021 PLN-021-07 (CR422/2020) Phase 1	(\$307,000)	(\$170,490)	(\$136,510)	(\$307,000)	\$0
Total Revenue	(\$1,293,000)	(\$1,156,490)	(\$136,510)	(\$1,293,000)	\$0
EXPENSES					
<u>Professional Fees - Phase 1</u>					
4 Consultant	\$345,000	\$182,781	\$162,219	\$345,000	\$0
5 Arch/Geotechnical/Survey	\$50,000	\$5,692	\$44,308	\$50,000	\$0
6 Advertising/Communications/Legal Fees	\$5,000	\$85	\$4,915	\$5,000	\$0
7 Internal PM Costs	\$50,000	\$8,488	\$41,512	\$50,000	\$0
8 Contingency - Phase 1	\$100,000	\$0	\$100,000	\$100,000	\$0
Sub-Total	\$550,000	\$197,046	\$352,954	\$550,000	\$0
<u>Construction Costs - Phase 2</u>					
9 Construction	\$0	\$0	\$0	\$0	\$0
10 Contingency - Phase 2	\$0	\$0	\$0	\$0	\$0
11 Site Servicing	\$0	\$0	\$0	\$0	\$0
12 Building Permit	\$0	\$0	\$0	\$0	\$0
13 Internal PM Costs	\$0	\$0	\$0	\$0	\$0
14 Connecting Canopy	\$0	\$0	\$0	\$0	\$0
Sub-Total	\$0	\$0	\$0	\$0	\$0
<u>General</u>					
15 Arch/Geotechnical/Survey	\$0	\$0	\$0	\$0	\$0
16 Fit-Up and Way Finding	\$0	\$0	\$0	\$0	\$0
17 Public Relations/Art/Communications/Events	\$0	\$0	\$0	\$0	\$0
18 Land Acquisitions	\$743,000	\$532,407	\$210,593	\$743,000	\$0
19 Financial Charges	\$0	\$0	\$0	\$0	\$0
Sub-Total	\$743,000	\$532,407	\$210,593	\$743,000	\$0
Total Expenses	\$1,293,000	\$729,453	\$563,547	\$1,293,000	\$0
Total Net	\$0	(\$427,037)	\$427,037	\$0	\$0

Consultations:

N/A

Planning Act Matters:

N/A

Conclusion:

Included in this report are the budgeted line items, corresponding expenditures and preliminary estimated variances relating to the City Hall Square Plaza and Civic Esplanade Project. These budget projections are provided to the City Hall Square Plaza and Civic Esplanade Steering Committee for information purposes.

Approved by E-mail:

Adam Coates
Sr. Urban Designer

Greg Atkinson
Planner III for
Thom Hunt
City Planner

Joe Mancina
Chief Financial Officer

James Chacko,
Senior Manager Parks for
Ray Mensour
Commissioner – PRCCF (acting)

Shelby Asking Hager
Acting CAO

Notifications:

Name	Address	Email

Appendices:

Appendix A - WEC Project Report

Appendix B - What We Heard Report

CITY HALL SQUARE PLAZA EXECUTIVE COMMITTEE

Minutes

February 2, 2021

Via Zoom

In Attendance:

Executive

Committee:

Shelby Askin Hager – Project Sponsor/Chair – City Solicitor
Jan Wilson – Co-Sponsor/Deputy Chair – Commissioner - Parks, Recreation,
Culture and Corporate Facilities (PRCCF)
Ray Mensour – Acting Co-Sponsor/Deputy Chair – Executive Director of
Recreation & Culture
Thom Hunt – Co-Sponsor/Deputy Chair – City Planner
Neil Robertson – Manager of Urban Design
Mark Winterton – City Engineer
France Isabelle-Tunks – Senior Manager of Engineering
James Chacko – Senior Manager Parks

Regrets:

Joe Mancina – City Treasurer

Working

Team:

Adam Coates – Phase 1 Project Manager
Wadah Al-Yassiri – Corporate Projects
Heidi Baillargeon – Parks Development
Karina Richters – Pollution Control
Jane He – Engineering – Design
Tina Italiano – Project Accountant
Sonya Pacheco – Administrative Support

Regrets:

Fahd Mikhael – Engineering - Design
Dave Soave – Deputy Treasurer

1. Approval of Minutes/Review Action Items (dated October 8, 2020)

The City Hall Square Plaza Executive Committee approves the minutes of October 8, 2020.

Action Item 1

Jan asks if a list of key stakeholder could be developed. Adam says a list has been started and he will circulate for comments. **COMPLETE**

2. Project Update

Adam reviews the project update for the City Hall Square Plaza and Civic Esplanade. The project is in the Phase 1 – Programming and Conceptual Design stage.

Progress to date:

- Topographical Survey – Completed for City Hall Square Plaza, Ongoing for the Civic Esplanade
- Engagement Strategy - Complete
- Consultation with internal and external Stakeholders - Ongoing
- Online Open Engagement Tool - Complete
- Online Survey #1 – Complete
- Consultation Report “What We Heard” - Interim
- Benchmarking Study - Complete
- Programming Study – Ongoing
- Conceptual Design and Programming by Forrec - Underway

Windsor Civic Esplanade - Engagement Strategy

Glos Associates has developed an engagement strategy. The online engagement includes an online “hub” for all project information and engagement through the life of the project. In the online engagement there is a public survey which is currently live. The public are able to suggest ideas and all of the comments have been documented in the “What We Heard” report.

An Engagement plan started with internal stakeholders in December 2020 and then the external stakeholders in January 2021. There has been a lot of positive feedback and excitement on this project.

Windsor Civic Esplanade - What We Heard report

The What We Heard report will be presented to the Project Steering committee.

Some of the external stakeholders include:

- All Saints Church
 - Want to continue to use outdoor space for jazz nights and weddings
- Downtown Windsor Community Collaborative (DWCC)

- Want space for sports equipment
- Art Gallery of Windsor
 - Want exhibits
- University of Windsor
- St. Clair College
- Windsor International Film Festival (WIFF)
 - Want a theatre district and to be involved in the discussions for the civic plaza.

Summary of the feedback and comments from the survey include:

- Attract people downtown
- Making pedestrian and cyclist travel feel safer and fully accessible
- Removing barriers for user groups to ensure regular activation of the space
- High priority on north-south connection between separate blocks
- Desire for greenspace
- Food vendors – This was discussed with the DWBIA. They are open to conversation for the potential to designate the esplanade for food trucks.
- Restaurants
- Event space

Benchmarking Study Draft

Forrec completed a benchmarking study by taking case studies from other areas such as Toronto, Mississauga, Kitchener, Calgary, Brampton, Detroit, New York, Portland, Denver and Boston. They compared the size of the areas, physical features, type of events that are held, splash pads, skating rinks, open space, festivals (Canada Day, Oktoberfest), farmers market, etc. Adam shows the size of the Windsor Civic Esplanade in comparison to the other squares.

The Consultant has looked at the Program elements that were part of the RFP and the project charter.

Next Steps:

- Complete programming Consultations external stakeholders
- Finalize “What We Heard” report for programming consultation
- Steering Committee meeting. Presentation of Public Consultation Findings and Program recommendations, including answer to CQ 10-2016

Mark asks if the consultant will identify any of the studies that will be required, such as archeological, environmental assessment, environment compliance. Adam says those will be identified. There was a phase 1 archeological that was completed and will go to the next step. They will identify other studies at a high level, including what the implications will be and how they will fit into the phasing.

Wadah asks how Caesar's Windsor comes into play with their involvement with downtown and with their close proximity to the Civic Esplanade. Adam says we have reached out to Caesar's Windsor but they have not contacted us back at this time, but will be included as stakeholder.

Jane asks about the plaza crossing University Avenue and parking when public visit City Hall. Adam says there are many comments about connectivity of the space and priority for pedestrians. Conversations need to happen of what that will look like and they are ongoing. More discussions will take place in terms of parking. Adam does not have an answer about parking at this time.

Jan says flexibility was another comment received from the public. Flexibility will help how the space is used moving forward. Adam says the external stakeholders understood the need to have the space programmable and flexible through the seasons.

3. Financial Update

The project has been funded \$550,000. The consultant fee came in lower than what was allocated, as a result a surplus will exist for the consultant fee.

Wadah adds as part of the City Hall project, \$800,000 was identified for the next phase of this project and \$210,000 for the connecting canopy. Once the City Hall project is finalized and closed, those funds will be recommended for transfer to this project.

4. New Business

4.1. Connection to Riverfront Park and Integration with Festival Plaza Project

The riverfront connection is an issue at the end of the esplanade and a connection to Festival Plaza is not there. Adam asked the consultant for an estimate of additional services to consider multiple concepts. Adam asks for the Executive Committees take on pursuing this; to get the scope of work and the proposed additional fee. Shelby suggests to add this to the next meeting agenda after the potential fees are submitted from the consultant. Heidi says we will be further along at the next meeting and some of the design details for festival plaza will be finalized, which will help to determine how these connections work together.

(Action: A. Coates)

4.2. Programming Partnerships Initiative

Many of the stakeholders such as the University of Windsor, St. Clair College and DWCC have asked to be part of the project after it has been implemented. Adam wants further conversations with them on this. He thinks it would be advantageous to have a group on the

external side who is actively involved with these spaces. Jan agrees and adds that Recreation & Culture has had restructuring. There is a new division for culture and events and it would be a good opportunity to have that conversation with them as well.

4.3. Transient Food Services Accommodation

Food trucks are not allowed downtown in the BIA. The DWBIA are open to make an exception for the civic esplanade. Communication will continue on this. Adam asks if there are any concerns on this topic. Shelby suggests to speak with the City licensing department. Jan said the Parks department can assist with this as well as they have similar food service matters at various locations.

In regards to crossing at Riverside Drive, Mark says we did an EA at the tunnel and there is an existing EA that was done by IDI. He wants to ensure we are aware of all the studies, EAs and the riverfront work that has been completed to date. Adam says the consultant is aware and has all of the EAs.

5. Next Executive Committee Meeting

The next City Hall Square Plaza Executive Committee meeting is **March 11, 2021 at 10:00 am via Zoom.**

Minutes taken by: Sonya Pacheco

Minutes reviewed by: Adam Coates

CITY HALL SQUARE PLAZA EXECUTIVE COMMITTEE

Minutes

June 10, 2021

Via Zoom

In Attendance:

Executive

Committee:

Shelby Askin Hager – Project Sponsor/Chair – City Solicitor
Ray Mensour – Co-Sponsor/Deputy Chair – Acting Commissioner - Parks,
Recreation, Culture and Corporate Facilities (PRCCF)
Thom Hunt – Co-Sponsor/Deputy Chair – City Planner
Neil Robertson – Manager of Urban Design
Mark Winterton – City Engineer
France Isabelle-Tunks – Senior Manager of Engineering

Regrets:

Joe Mancina – City Treasurer
James Chacko – Senior Manager Parks

Working

Team:

Adam Coates – Phase 1 Project Manager
Michelle Staaedegaard – Parks Lead
Melissa Osborne - Finance
Tina Italiano – Project Accountant
Sonya Pacheco – Administrative Support

Regrets:

Fahd Mikhael – Engineering - Design

1. Approval of Minutes/Review Action Items (dated February 2, 2021)

The City Hall Square Plaza Executive Committee approves the minutes of February 2, 2021.

Action Item 1

The riverfront connection is an issue at the end of the esplanade and a connection to Festival Plaza is not there. Adam asked the consultant for an estimate of additional services to consider multiple concepts. Adam asks for the Executive Committees take on pursuing this; to get the scope of work and the proposed additional fee. Shelby suggests to add this to the next meeting agenda after the potential fees are submitted from the consultant. Heidi says

we will be further along at the next meeting and some of the design details for festival plaza will be finalized, which will help to determine how these connections work together.
COMPLETE

The riverfront connection was discussed with the consultant and the EA will be followed.

2. Project Update

Adam reviews the project update for the City Hall Square Plaza and Civic Esplanade. The project is in the Phase 1 – Programming and Conceptual Design stage.

The target date for the adoption of the Conceptual Design has been amended to August 2021.

Progress to date:

- Topographical Survey – Completed for City Hall Square Plaza, Ongoing for the Civic Esplanade
- Engagement Strategy - Complete
- Consultation with internal and external Stakeholders - Complete
- Online Open Engagement Tool - Complete
- Online Survey #1 – Complete
- Consultation Report “What We Heard” - Complete
- Benchmarking Study - Complete
- Programming Study – Complete
- Conceptual Design and Programming by Forrec - Underway

Next Steps:

- Steering Committee meeting. Presentation of Public Consultation.
- Consultant will develop preliminary concepts for discussion.

3. Financial Update

No new updates.

4. New Business

Purchase of 185 City Hall Square and Police Lot

Adam shares a map of the Police lot and 185 City Hall Square. These two properties are suggested to be brought to the consultant for input on the integration with the rest of the plaza. He asks the executive committee for input.

Shelby says we are going to move forward and request authority, extend that lease by a year. Shelby notes that she had a discussion with the Tunnel Authority and they do not have interest in this property. She is unsure if our work there is done or formerly documented. Shelby will follow up and ensure she has done everything that is needed regarding this.

(Action: S. Askin Hager)

Thom asks what the plan is for the police site. Adam says landscaping, approach elements and secured parking. Adam adds that the lot could be parking for Councilor's and would like to explore that as a possibility.

Thom asks if City Hall Square South extension intersection from Windsor Avenue to McDougall can be pedestrianized. Shelby says this can be brought forward, include it in the discussion with the consultant and the analysis with the Traffic department.

Adam will advise the consultant to look at the two properties.

5. Next Executive Committee Meeting

The next City Hall Square Plaza Executive Committee meeting is **August 12, 2021 at 10:00 am via Zoom.**

Minutes taken by: Sonya Pacheco

Minutes reviewed by: Adam Coates

CITY HALL SQUARE PLAZA EXECUTIVE COMMITTEE

Minutes

March 12, 2020

400 City Hall Sq. E., Room 406

In Attendance:

Executive

Committee:

Jan Wilson – Co-Sponsor/Deputy Chair – Corporate Leader Parks,
Recreation, Culture and Facilities
Thom Hunt – Co-Sponsor/Deputy Chair – City Planner
Mark Winterton – City Engineer
Joe Mancina – City Treasurer
France Isabelle-Tunks – Senior Manager of Engineering
James Chacko – Senior Manager Parks

Regrets:

Shelby Askin Hager – Project Sponsor/Chair – City Solicitor
Neil Robertson – Manager of Urban Design

Working

Team:

Adam Coates – Phase 1 Project Manager
Wadah Al-Yassiri – Corporate Projects
Heidi Baillargeon – Parks Development
Pam LaBute – Parks Community Development
Cathy Masterson – Cultural Affairs
Karina Richters – Environmental Services
Sonya Pacheco – Administrative Support

Regrets:

Fahd Mikhael – Engineering - Design
Tina Italiano – Project Accountant

1. Project Introduction

Jan Wilson, the Co-Sponsor and Deputy Chair, welcomes everyone to the first meeting for the City Hall Square Plaza Executive Committee.

2. Project Charter Review

The Executive Committee reviews the Project Charter.

2.1. Project Scope

General discussion ensued regarding the project scope and limits. Jan raises awareness of not leaving a “hole” in the proposed design, especially where Charles Clark Square is currently located. Mark agrees that there should be a design link from the NCH to all the way to Riverfront. All agreed that the RFP should include a high level review and conceptual design for the surrounding components. The scope should be expanded to include a high level design for the corridor from NCH to the river as part of phase 1.

Suggestions to move the ice rink from its current location at Charles Clark Square was expressed. Adding a water feature such as ice or splash pad to the City Hall Civic Plaza is favored. A concern was raised that an ice rink has high operating and maintenance costs.

City Planning proposed adding media screens in the plaza to use for events and displaying communications. A specialist in this field would be required and associated operating costs would need to be assessed.

Planning to incorporate both of these components as option to be considered by the successful proponent.

Action by: Adam C.

2.2. Project Timelines

Adam goes over the milestones and target dates shown in the Project Charter.

Mark wonders if the third quarter of 2020 is achievable for phase 1. Adam agrees the schedule is aggressive and phase 1 will most likely take longer considering the expanded scope as requested above. Adam will update the proposed schedule to incorporate the above components.

Action by: Adam C.

Adam reviews the Project Charter “2.1 High Level Scope – Preliminary Program Elements and Design Considerations”. Jan suggests moving the last item under “Project Goals” Connect City Hall to the Civic Esplanade to the “Preliminary Project Program elements” list.

Action by: Adam C.

2.3. Project Budget

General discussion on the overall lack of funding for this project. Joe suggests leveraging the grant then assess the City's contribution. A bottom line cost is needed, and Melissa Osborne will need to be involved. Adam will add more details regarding this aspect to the Project Charter.

\$4.6 million is allocated in the year 2020 and will be the funding source for front end project services. Joe requests a break down the \$4.6 million for the next meeting.

Adam will update the Project Charter to reflect all the changes above.

Action by: Adam C.

3. RFP

The RFP was expected to be issued next week. However, Adam will update the RFP to reflect all the changes before submitting.

4. ICIP-CCR Implications

General discussion on the grant applications with results expected in the fall of 2020. Mark suggests the budget be outlined by a phased approach for implementation, should we not get the grant.

5. Other Items

Wadah mentions that All Saints Church have always been kept involved as a stakeholder during the construction of the NCH. They have recently reached out and would like to have a labyrinth for meditation or for use as an escape.

Jan would like to identify the key stakeholders which would include All Saints Church. Adam mentions that a stakeholder list has been populated and All Saints Church is included. France suggests the project should have a communication plan and a communications resource would help develop the plan. Mary Rodgers will be added as the communications resource and Adam will follow up on the communication plan.

Action by: Adam C.

Cathy suggests to include public art could be integral with other considerations. This project must meet with the public art policy. Adam will add this to the Project Charter.

Action by: Adam C.

6. Next Executive Committee Meeting

The next City Hall Square Plaza Executive Committee meeting is **May 14, 2020 at 9:00 am**
400 City Hall Square East, Room 406.

Minutes taken by: Sonya Pacheco

Minutes reviewed by: Adam Coates

CITY HALL SQUARE PLAZA EXECUTIVE COMMITTEE

Minutes

October 8, 2020

Via Zoom

In Attendance:

Executive

Committee:

Shelby Askin Hager – Project Sponsor/Chair – City Solicitor
Jan Wilson – Co-Sponsor/Deputy Chair – Corporate Leader Parks,
Recreation, Culture and Facilities
Thom Hunt – Co-Sponsor/Deputy Chair – City Planner
Mark Winterton – City Engineer
France Isabelle-Tunks – Senior Manager of Engineering
James Chacko – Senior Manager Parks
Dave Soave – Deputy Treasurer for Joe Mancina

Regrets:

Joe Mancina – City Treasurer
Neil Robertson – Manager of Urban Design

Working

Team:

Adam Coates – Phase 1 Project Manager
Wadah Al-Yassiri – Corporate Projects
Heidi Baillargeon – Parks Development
Cathy Masterson – Cultural Affairs
Karina Richters – Environmental Services
Tina Italiano – Project Accountant
Sonya Pacheco – Administrative Support

Regrets:

Fahd Mikhael – Engineering - Design

1. Approval of Minutes/Review Action Items (dated March 12, 2020)

The City Hall Square Plaza Executive Committee approves the minutes of March 12, 2020.

Action Item 1

Planning to incorporate both of these components as option to be considered by the successful proponent. **COMPLETE**

Action Item 2

Mark wonders if the third quarter of 2020 is achievable for phase 1. Adam agrees the schedule is aggressive and phase 1 will most likely take longer considering the expanded scope as requested above. Adam will update the proposed schedule to incorporate the above components. **COMPLETE**

Action Item 3

Adam reviews the Project Charter “2.1 High Level Scope – Preliminary Program Elements and Design Considerations”. Jan suggests moving the last item under “Project Goals” Connect City Hall to the Civic Esplanade to the “Preliminary Project Program elements” list. **COMPLETE**

Action Item 4

Adam will update the Project Charter to reflect all the changes above. **COMPLETE**

Action Item 5

Jan would like to identify the key stakeholders which would include All Saints Church. Adam mentions that a stakeholder list has been populated and All Saints Church is included. France suggests the project should have a communication plan and a communications resource would help develop the plan. Mary Rodgers will be added as the communications resource and Adam will follow up on the communication plan. **COMPLETE**

Action Item 6

Cathy suggests to include public art could be integral with other considerations. This project must meet with the public art policy. Adam will add this to the Project Charter. **COMPLETE**

Email Update

On June 11, 2020, a project update and Project Charter was forwarded to the Executive Committee via email for the City Hall Square Plaza Project. The Executive Committee approved the Project Charter via email.

2. Project Update

Adam reviews the project update for the City Hall Square Plaza and Civic Esplanade. The project is in the RFP for Phase 1 – Programming and Conceptual Design stage.

The Project Charter was adopted by City Council on August 24, 2020 with Council Resolution CR422/2020.

3. Outcome of RFP Process

The RFP closed on July 24, 2020 and consisted of 14 submittals. After reviewing Service proposals and conducting interviews, Forrec Ltd. was the successful proponent. The agreement is currently with City Legal.

Forrec has completed large projects such as theme parks, attractions and entertainment pieces. They are very versed at not only designing public spaces but also ways to program them and ensure they are used and animated.

4. Budget

The ICIP Grant application that included this project was unsuccessful. This was a foreseen significant risk in the Project Charter. In light of the grant not being awarded, all funding has been returned to the original projects (City Hall Square and Civic Esplanade project), totaling \$4.52 million.

\$550,000 in funding for Phase 1 – Programming and Conceptual Design has been approved by Council to cover work including the service proposal and survey work. This includes \$450,000 with an additional \$100,000 for contingency.

5. Schedule

The RFP process was longer than expected due to COVID. Forrec Ltd. is currently working on submitting an updated Phase 1 Delivery Schedule. Their intent is to keep the end delivery date for Phase 1 the same if possible.

6. Other Items

Council question CQ10-2016 regarding the implementation of free parking for residents with Accessible Parking Permits within the City Hall Campus was referred to the City Hall Square Project Steering Committee per CR414/2019. Adam will create a report to be presented to

the Steering Committee. Once a meeting is held, it will present an overall update to this project.

7. Next Steps

- Project Kickoff meeting next week with Forrec and internal Working Team
- Finalize agreement with Forrec
- Topographic Survey of CHSP and Civic Esplanade
- Updated schedule from Forrec
- Public consultation to begin
- Update report to the Steering Committee with answer to CQ10-2016

Jan asks if a list of key stakeholder could be circulated. Adam says a list has been started and he will circulate.

(Action: A. Coates)

8. Next Executive Committee Meeting

The next City Hall Square Plaza Executive Committee meeting is **December 10, 2020 at 9:00 am location to be confirmed.**

Minutes taken by: Sonya Pacheco

Minutes reviewed by: Adam Coates