

New City Hall Project Steering Committee Meeting held March 21, 2018

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, 3rd floor, City Hall, there being present the following members:

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

Also present are the following resource personnel:

Wadah Al-Yassiri, Project Administrator
Valerie Critchley, City Clerk
Josie Liburdi, Technologist I
Joe Mancina, Chief Financial Officer, City Treasurer
Cathy Masterson, Manager Cultural Affairs
Dave Soave, Project Accountant
France Isabelle Tunks, Senior Manager Development Projects
Alex Vucinic, Purchasing Manager
Mark Winterton, City Engineer
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 2:00 o'clock p.m. and the Steering 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 Gignac,
That the minutes of the New City Hall Project Steering Committee of its meeting held November 23, 2017 **BE ADOPTED** as presented.
Carried.

4. Business Items

4.1 Project Update

W. Al-Yassiri provides the following status of related works that have been completed and/or on-going:

- Underground work is closely coordinated between the construction team, various City departments and municipal utilities (including Water, Electrical, District Energy, etc) to ensure smooth transitions for all services before/after construction (on-going).
- Coordination with the Move Committee representatives from various City departments (on-going).
- Survey obsolete furniture and equipment from the old City Hall (on-going).
- Start working on the Demolition RFP for the existing City Hall in order to select a Demolition Consultant as a first step (on-going).
- Coordinating with City Facilities and Recreation & Culture regarding some existing furniture and art work that need to be relocated to the New City Hall (on-going).
- Working on a corporate wide janitorial supplies contract which will include the New City Hall (no started).

A. Vucinic advises the city is looking to have a master agreement for the purchase of janitorial products for the 400 Building and the new City Hall at a corporate wide cost of \$500,000 once the new building is completed. He indicates the janitorial service will remain as status quo and in the near future will issue a solicitation through a Request for Proposals. He adds there will be retrofit costs at the time the new vendor(s) is selected.

In response to a question asked by Councillor Gignac regarding the demolition of the existing City Hall, W. Al-Yassiri responds there are preliminary records regarding the location of the asbestos, but there is also lead. In order to distinguish these materials, a designated substance survey must be undertaken and from that, the cost for the abatement work and demolition will be known.

In terms of furniture for the New City Hall, W. Al-Yassiri indicates the furniture will be provided and assembled by Monarch Basic.

A. Vucinic states an on-line auction to sell the contents of the existing City Hall will be held and undertaken once the building is vacant. He notes the auction will not include the purchase of doors or fixed items.

Councillor Payne requests administration provide a report for the next meeting regarding the methodology on how to maximize the revenue of items to be auctioned on-line in order to reduce overrun.

Moved by Councillor Payne, seconded by Councillor Borrelli,

That Administration **BE REQUESTED** to provide a report for the next meeting of the New City Hall Project Steering Committee regarding the methodology on how to maximize the revenue of items from the existing City Hall to be auctioned on-line in order to reduce overrun.

Carried.

Moved by Councillor Gignac, seconded by Councillor Sleiman,

That the report of the Project Administrator dated March 12, 2018 entitled “New City Hall Project Update, March 2018” **BE RECEIVED**.

Carried.

4.2 Financial Summary Update

W. Al-Yassiri reports the demolition of the existing city hall and the construction of the New City Hall is one project. The Civic Plaza will be a separate project that will allow people to gather around City Hall and the 400 Building.

Moved by Councillor Sleiman, seconded by Councillor Borrelli,

That the report of the Manager, Operating Budget Development & Financial Administration entitled “New City Hall Financial Summary Update” **BE RECEIVED**.

Carried.

5. New City Hall Project Executive Committee Minutes

Moved by Councillor Payne, seconded by Councillor Sleiman,

That the minutes of the New City Hall Project Executive Committee of its meetings held November 7, 2017 and February 13, 2018 **BE RECEIVED**.

Carried.

6. Other Business

In response to a question asked by Councillor Gignac regarding the public entrance into the New City Hall, W. Al-Yassiri responds there are two main entrances – west and south that will bring people to the main reception area.

Councillor Gignac asks if the public has business on the upper floors, i.e. the Mayor’s Office what is the process. W. Al-Yassiri provides three options for the public as follows:

- The public may go to the main reception area on the first floor and the receptionist will triage the person to the proper department.

- The public may take the elevator/stairs to the 5th floor as in the example of the Mayor's Office and will utilize the directory in the waiting room to call the appropriate department/staff.
- The public will bypass the main reception desk, the use of the directory in the waiting room and will go directly to the Mayor's Office reception area.

W. Al-Yassiri reports the audio visual system in the Council Chambers has been upgraded with robotic cameras placed in the ceiling and sidewalls. Representatives from Cogeco will be positioned in an area outside of the Chambers to control the broadcast.

V. Critchley adds voting by the Councillors will be displayed on a screen.

W. Al-Yassiri indicates the Mayor, CAO, City Clerk, and the Corporate Leadership Team will have built-in monitors to view the presentations at the Council meetings.

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 2:50 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR