

Windsor, Ontario February 19, 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, 3rd 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

Guest in attendance:

David Hanna

Also present are the following resource personnel

Wadah Al-Yassiri, Project Administrator
Jill Braido, Corporate Marketing & Communications
Onorio Colucci, City Treasurer
Thom Hunt, City Planner
Dave Soave, Project Accountant
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 2:03 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 Holt, seconded by Councillor Payne,
That the minutes of the New City Hall Project Steering Committee of its meeting held May 13, 2015 **BE ADOPTED** as presented.
Carried.

4. **BUSINESS ITEMS**

4.1 **Project Update**

- W. Al-Yassiri provides the following comments relating to the project update:
- The total Gross Project Budget (prior to Corporate Recoveries) is \$43,600,000.
- The following Consultant(s) have been retained with work underway:
 - Design Consultants: Moriyana & Teshima Architecttura, Architects
 - Cost Consultant: A. W. Hooker
 - Environmental and Soil consultant: Golder & Associates
 - Archaeological and Vibration Monitoring Consultant: Ameer Foster Wheeler
 - Commissioning Agent/Authority: Morrison Hershfield
- Administration continues to meet with the Design Team to ensure the estimated cost for the New City Hall remains in line with the approved project budget.
- The project team reviewed the floor plans and was able to accommodate the staff additions within the individual departmental spaces. To date, the expanded space remains unallocated. It is noted that the first, second and third floors are at capacity and any future additional staff cannot be accommodated within the occupied space.
- The award of tender is expected to be provided to City Council in May 2016. Construction of the New City Hall is expected to begin thereafter with completion slated for 2018.
- Curved wall near the esplanade could be used in the civic plaza in the future to connect the old building with the new one.

In response to a question asked by Councillor Gignac regarding if consideration has been given to purchase furniture similar to the furniture in 400 City Hall Square East, W. Al-Yassiri responds the furniture could be compatible to the 400 Building. W. Al-Yassiri adds the Steering Committee will be tasked with choosing between two furniture lines provided by the successful furniture proponent.

Councillor Payne asks if the existing City Hall furniture will be repurposed. W. Al-Yassiri responds that an inventory of the existing City Hall furniture has been undertaken and states that some of the existing furniture is expected to be utilized on the 3rd, 4th and 5th floors in selected areas and within the small meeting rooms.

M. Winterton states a project of this magnitude will have many variables that may involve additional expenditures; however, there is a project contingency in the amount of \$2.9 million which is in line with good engineering practices.

In response to a question asked by Councillor Borrelli regarding the need to ensure the New City Hall will be "digitized" properly, H. Turnbull responds modern business practices will be supported to ensure a technology friendly building.

Councillor Borrelli asks if there will be sufficient parking. M. Winterton notes a report will be forthcoming relating to parking.

Moved by Councillor Gignac, seconded by Councillor Sleiman,
That the report of the Project Administrator dated January 25, 2016 entitled 'New City Hall - Project Update, February 2016' **BE RECEIVED.**
Carried.

4.2 Financial Summary and Update

Moved by Councillor Sleiman, seconded by Councillor Borrelli,
That the report of the Manager, Operating Budget Development & Financial Administration dated January 26, 2016 entitled 'New City Hall Financial Summary Update' **BE RECEIVED.**
Carried.

4.3 Report - Furniture Procurement Update

Moved by Councillor Gignac, seconded by Councillor Borrelli,
That the report of the Project Administrator dated January 25, 2016 entitled "New City Hall - Furniture Procurement Update" **BE RECEIVED.**
Carried.

4.4 Report - Hydro Transformer and Switch Relocation

The salient points of discussion relating to the hydro transformer and switch relocation are as follows:

- o Hydro transformers and switch box to be relocated from the southeast corner of The current City Hall to the south side of City Hall Square south.
- o Once the current City Hall is demolished, the transformers and switch box will be more visible in the civic plaza in front of both buildings.
- o The new location of the hydro transformers must also provide a secondary feed To the existing 400 City Hall Square East and maintain hydro to current City Hall

(During construction). Therefore, the cost of the secondary hydro feed must be included in the overall cost for this relocation as it was not included within Enwin Hydro's original estimate.

- o The main benefit of relocating the existing hydro transformers to the south side of City Hall Square south and removing the SOS box is the visual and aesthetic improvement to the Civic Plaza.
- o The underground portion of the vault must remain for the future connection point to service both the current City Hall and the 400 CHS.
- o The 5-year Capital Plan includes 'approved in principle' a total of \$1,058,000 for the City Hall Square and Civic Esplanade capital project (PLN-021-07) in 2016, 2019 and 2020. These funds are intended to coincide with the completion of the New City Hall for the redevelopment of the Civic Square Campus and surrounding areas.

T. Hunt indicates if the transformers are left in the current location, it will limit the ability to use that space in the future.

Moved by Councillor Holt, seconded by Councillor Sleiman,
That City Council **BE REQUESTED** to reaffirm its support to relocate the hydro transformers at an updated cost estimate of \$687,000 including screen cost and removal of the Secondary Distribution Switch (SOS) box, and further, that the additional cost of \$337,000 **BE FUNDED** from the Civic Esplanade Capital Project (PLN-021-07).
Carried.

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

Moved by Councillor Holt, seconded by Councillor Sleiman,
That the New City Hall Project Executive Committee minutes for the meetings held April 21, 2015, July 21, 2015, August 26, 2015, September 30, 2015, October 20, 2015 and December 15, 2015 **BE RECEIVED** for information.
Carried.

6. **OTHER BUSINESS**

None.

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 3:06 o'clock p.m.

COMMITTEE COORDINATOR

AGENDA
Of the
NEW CITY HALL PROJECT STEERING COMMITTEE
Friday, February 19, 2016
2:00 o'clock p.m.
Town of Walkerville Meeting Room, 3rd Floor City Hall

1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **ADOPTION OF THE MINUTES**

Adoption of the minutes of the meeting held May 13, 2015 - **attached.**

4. **BUSINESS ITEMS**

4.1 **Project Update**

Report of the Project Manager dated January 25, 2016 entitled "New City Hall - Project Update February 2016" - **attached.**

4.2 **Financial Summary Update**

Report dated January 26, 2016 entitled "New City Hall Financial Summary Update" - **Attached.**

4.3 **Report - Furniture Procurement Update**

Report dated January 25, 2016 entitled "New City Hall - Furniture Procurement Update" - **attached.**

4.4 **Report - Hydro Transformer and Switch Relocation**

Report dated January 25, 2016 entitled "New City Hall - Hydro Transformers & Secondary Distribution Switch (SOS) box removal" - **attached.**

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

Minutes of the New City Hall Project Executive Committee - **attached.**

Meeting dates:

April 21, 2015
July 21, 2015
August 26, 2015
September 30, 2015
October 20, 2015
December 15, 2015

6. **OTHER BUSINESS**

7. DATE OF NEXT MEETING

8. ADJOURNMENT