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Windsor, Ontario May 25, 2017

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

Guest in attendance:

David Hanna

Also present are the following resource personnel:

Wadah Al-Yassiri, Project Administrator
Tony Ardovini, Deputy Treasurer, Financial Planning
Shelby Askin-Hager, City Solicitor
Jill Braido, Corporate Marketing & Communications Officer
Valerie Critchley, City Clerk
Tom Graziano, Senior Manager Facilities
Tom Hunt, City Planner
Cathy Masterson, Manager, Cultural Affairs
Jason Moore, Senior Manager Communications
Dave Soave, Project Accountant
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 2:01 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

Councillor Borrelli discloses an interest on Item 4.3 as his family member is employed at a community agency.

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 February 23, 2017 **BE ADOPTED** as presented.
Carried.

4. BUSINESS ITEMS

4.1 Project Update

W. Al-Yassiri advises as of May 2018, all staff should be accommodated in the New City Hall. He adds 12,000 square feet of space located on the third, fourth and fifth floors will be available as “future growth” space.

In response to a question asked by Councillor Payne regarding if there will be a physical connection between 400 City Hall Square East and the new City Hall, W. Al-Yassiri responds there will be a canopy at the ground level.

Moved by Councillor Sleiman, seconded by Councillor Gignac,
That the report of the Project Administrator dated May 15, 2017 entitled “New City Hall – Project Update, May 2017” **BE RECEIVED**.
Carried.

4.2 Financial Summary Update

As of May 15, 2017, the Project has incurred expenditures of \$11,482,210. W. Al-Yassiri advises the Project Contingency is \$3.7 Million which represents 10-15% of the construction cost of the project. He adds the goal is to save as much as possible from the contingency fund to be utilized for the demolition of the current City Hall in case it is needed.

Moved by Councillor Sleiman, seconded by Councillor Gignac,
That the report of the Manager, Operating Budget Development & Financial Administration dated May 15, 2017 entitled “New City Hall Financial Summary Update” **BE RECEIVED**.
Carried.

4.3 Food Kiosk Expression of Interest (EOI) – Update

Councillor Borrelli discloses an interest in this matter as his family member is employed by a community agency and leaves the meeting.

S. Askin Hager states the Expression of Interest which closed on May 8, 2017 yielded only one submission which is not binding to the new facility.

Discussion ensues regarding a possible partnership with a community agency to operate the food kiosk in the New City Hall.

Moved by Councillor Sleiman, seconded by Councillor Payne,

That consideration be given to explore partnerships with community agencies for the purpose of providing the food service at the food kiosk in the New City Hall Building, and further, that Administration **BE DIRECTED** to contact such agencies to determine interest and to report back.

Carried.

Councillor Borrelli discloses an interest and left the meeting.

Councillor Payne states the additional space on the first floor could include art displays, and public exhibitions. W. Al-Yassiri adds the additional space can be fitted with a large television that would scroll through services provided by City Hall.

In terms of delegations in the Council Chambers, W. Al-Yassiri responds seven accessible seats in total will be available and one of them actually at the delegation's table. He notes there will be seating for 170 public viewers.

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 February 14, 2017 and April 4, 2017 **BE RECEIVED**.

Carried.

6. OTHER BUSINESS

None.

7. DATE OF NEXT MEETING

The next meeting will be held on Thursday, August 24, 2017 at 3:00 o'clock p.m. in the Walkerville Meeting Room.

8. ADJOURNMENT

There being no further business, the meeting is adjourned at 2:35 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR

**AGENDA
of the
NEW CITY HALL PROJECT STEERING COMMITTEE**

Thursday, May 25, 2017

2:00 o'clock p.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 February 23, 2017 – ***attached.***

4. BUSINESS ITEMS

4.1 Project Update

Report of the Project Manager dated May 15, 2017 entitled “New City Hall – Project Update, May 2017” – ***attached.***

4.2 Financial Summary Update

Report dated May 15, 2017 entitled “New City Hall Financial Summary Update” – ***attached.***

4.3 Food Kiosk EOI update

Report dated May 15, 2017 entitled “New City Hall – Food Kiosk - Expression of Interest (EOI) Update” – attached.

5. NEW CITY HALL PROJECT EXECUTIVE COMMITTEE MINUTES

Minutes of the New City Hall Project Executive Committee – **attached.**
Meeting dates: Feb. 14, 2017, April 04, 2017

6. OTHER BUSINESS

7. DATE OF NEXT MEETING

Aug. 24, 2017

8. ADJOURNMENT