

**AGENDA**  
**and Schedule "A" to the minutes of the meeting of the**  
**NEW CITY HALL PROJECT STEERING COMMITTEE**  
**Thursday, October 27, 2016**  
**2:00 o'clock p.m.**  
**Town of Walkerville Meeting Room, 3rd Floor City Hall**

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1. **CALL TO ORDER**
2. **DECLARATIONS OF CONFLICT**
3. **ADOPTION OF THE MINUTES**  
Adoption of the minutes of the Special Meeting held May 20, 2016 – **attached.**
4. **BUSINESS ITEMS**
  - 4.1 **Project Update**  
Report of the Project Manager dated October 19, 2016 entitled "New City Hall – Project Update, October 2016" – **attached.**
  - 4.2 **Financial Summary Update**  
Report dated October 19, 2016 entitled "New City Hall Financial Summary Update" – **attached.**
  - 4.3 **Food kiosk on the main floor of New City Hall / Options & Alternatives**  
Report dated October 19, 2016 entitled "New City Hall – Food Kiosk" – **attached.**
  - 4.4 **Communication update (quarterly) on the project construction to City Council**  
Report dated October 19, 2016 entitled "New City Hall – Communication Update" – **attached.**
5. **NEW CITY HALL PROJECT EXECUTIVE COMMITTEE MINUTES**  
Minutes of the New City Hall Project Executive Committee – **attached.**  
Meeting dates:  
April 6, 2016, May 11, 2016 (Special Meeting), June 21, 2016 and September 20, 2016
6. **OTHER BUSINESS**
7. **DATE OF NEXT MEETING**
8. **ADJOURNMENT**

**THE CORPORATION OF THE CITY OF WINDSOR  
OFFICE OF THE CITY ENGINEER- Engineering**



**MISSION STATEMENT:**

*"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive and focused on the brightest future we can create together."*

<b>Author's Name: Wadah Al-Yassiri</b>	<b>Report Date: October 19, 2016</b>
<b>Author's Phone: 519-255-6100 ext. 6494</b>	<b>Date to Steering Committee: October 27, 2016</b>
<b>Author's E-mail: <a href="mailto:walyassiri@city.windsor.on.ca">walyassiri@city.windsor.on.ca</a></b>	

**To: Steering Committee – New City Hall Project**

**Subject: New City Hall - Project Update, October 2016**

**1. RECOMMENDATION: City Wide: \_\_\_\_\_ Ward(s): \_\_\_\_\_**

That the Project Update **BE RECEIVED FOR INFORMATION.**

**EXECUTIVE SUMMARY: N/A**

**2. BACKGROUND:**

Council approved a total Gross Project Budget (prior to corporate recoveries) of \$43,937,000.

The tender was awarded to Oscar Construction Ltd. at a price of \$28,543,290. Furthermore, five provisional items at a total cost of \$1,350,500 were approved which brought the total construction cost to \$29,678,790. Construction started June 2016.

To date, the following Consultant(s) have been retained with work underway:

- Design Consultants: Moriyama & Teshima and Architectura Architects
- Cost Consultant: A. W. Hooker
- Environmental and Soil Consultant: Golder & Associates
- Archaeological and Vibration Monitoring Consultant: Amec Foster Wheeler
- Commissioning Agent/Authority: Morrison Hershfield
- Furniture Vender: Monarch Basics

### 3. DISCUSSION:

Construction of the NCH building started June 2016.

<b>Milestones</b>	<b>Target Dates</b>	<b>Completion Date</b>
1. Council Approved Process	Jan. 2014	Jan. 2014
2. Award Design Team	March – May 2014	June 2014
3. Award Cost Consultant	Aug. 2014	Sep. 2014
4. Schematic Design Phase		
i. Produce (3) different renderings	June – Aug. 2014	Sep. 2014
ii. Council approved Design Concept	Sep. 2014	Oct. 2014
5. Design Development Phase		
i. Complete basic building design	Oct. 2014 – Feb. 2015	Feb. 2015
ii. Council approves design rendering / basic building design	Feb. – March 2015	June 2015
6. Detailed Design / Construction Document Phase	March 2015 – Feb. 2016	Feb. 2016
7. Prequalify General Contractor	Nov. 2015	Jan. 2016
8. Furniture Tender	Oct. 2015 – Feb. 2016	March 2016
9. Issue Construction Tender Documents	March 2016	March 2016
i. Identify Winning Bid	April 2016	May 3, 2016
ii. Award Tender	May 2016	May 30, 2016
<b>10. Construction Phase</b>	<b>June 2016 – Dec. 2017</b>	<b>Mobilized June 2016 and construction is on-going</b>
11. Furniture & Fit-up	Jan. – March 2018	
12. Occupancy	May 2018	

13. Decommission and Demolition of old City Hall building	June 2018 – June 2019 *	Not part of the new building tender (ph2)
14. Civic Plaza Improvement	June 2019 – Dec. 2019	Not part of the new building tender nor demolition (ph3)

The following provides the construction's progress as of September 30, 2016.

<i>Description:</i>	<i>% Complete</i>
<b>CONCRETE &amp; REBAR WORKS</b>	<b>40%</b>
<b>MASONRY WORKS</b>	<b>0%</b>
<b>METALS WORKS</b>	<b>15%</b>
<b>WOOD, PLASTICS AND COMPOSITES</b>	<b>0%</b>
<b>THERMAL AND MOISTURE PROTECTION</b>	<b>0%</b>
<b>OPENINGS, DOORS, HARDWARE &amp; GLAZING</b>	<b>0%</b>
<b>FINISHES INCLUDING DRYWALL &amp; FLOORING</b>	<b>0%</b>
<b>SPECIALTIES LIKE VISUAL DISPLAY, SIGNAGE, HIGH DENSITY FILLING SYSTEM AND SOLAR SHADING</b>	<b>3%</b>
<b>EQUIPMENTS</b>	<b>0%</b>
<b>FURNISHINGS</b>	<b>0%</b>
<b>CONVEYING EQUIPMENT</b>	<b>3%</b>
<b>SPRINKLER SYSTEM</b>	<b>0%</b>
<b>DISTRICT ENERGY</b>	<b>0%</b>
<b>MECHANICAL</b>	<b>1%</b>
<b>ELECTRICAL</b>	<b>3%</b>
<b>EARTHWORK</b>	<b>80%</b>
<b>CITY HALL SQ EAST STREETSCAPING</b>	<b>0%</b>
<b>GREEN ROOF</b>	<b>0%</b>

## 5. FINANCIAL MATTERS:

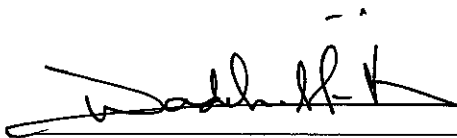
Financial Matters are subject of a separate report.

## 6. CONSULTATIONS:

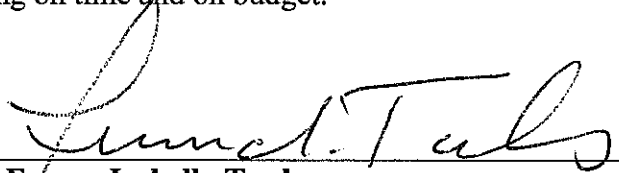
Moriyama & Teshima Architects in Joint Venture with Architecttura Inc.  
Oscar Construction Company Limited

**7. CONCLUSION:**

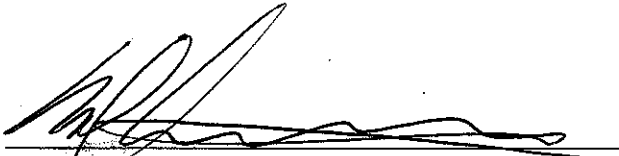
The project is proceeding in accordance with the Executive and Steering Committee directions. As of September 30, 2016 the project is progressing on time and on budget.



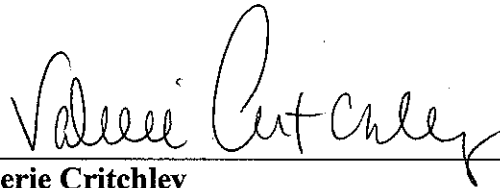
**Wadah Al-Yassiri**  
Project Administrator



**France Isabelle-Tunks**  
Senior Manager of Development, Projects & ROW / Deputy City Engineer



**Mark Winterton**  
City Engineer and Corporate Leader  
Environmental Protection and Transportation  
Project Sponsor, New City Hall Project



**Valerie Critchley**  
City Clerk / Licence Commissioner and  
Corporate Leader Public Engagement and  
Human Services  
Co-Project Sponsor, New City Hall Project

WAY/lp

**APPENDICES:**

**DEPARTMENTS/OTHERS CONSULTED:**

**Name:**

**Phone #: 519 ext.**

**NOTIFICATION ;**

Name	Address	Email Address	Telephone	FAX
Moriyama & Teshima Architects	117 George Street, Toronto, Ontario, M5A 2N4	<a href="mailto:dnash@mtarch.com">dnash@mtarch.com</a> OR <a href="mailto:ctai@mtarch.com">ctai@mtarch.com</a>	416. 925.4484	416.925.4637
Architecttura Inc.	180 Eugenie Street West, Windsor, ON N8X 2X6	<a href="mailto:dan@architecttura-inc.com">dan@architecttura-inc.com</a> OR <a href="mailto:carmen@architecttura-inc.com">carmen@architecttura-inc.com</a>	519.258.1390	519.258.2921
Oscar Construction Company Limited	2025 Blackacre Drive P.O. Box 21, Oldcastle, ON N0R 1L0	<a href="mailto:oscarcst@mnsi.net">oscarcst@mnsi.net</a>	519-737-0350	519-737-0355

**THE CORPORATION OF THE CITY OF WINDSOR**  
**Office of the City Treasurer - Finance**



**MISSION STATEMENT:**

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<b>LiveLink REPORT #:</b>	<b>Report Date: October 19, 2016</b>
<b>Author's Name: David Soave</b>	<b>Date to Committee: Oct. 27, 2016</b>
<b>Author's Phone: 519 255-6100 ext. 1911</b>	<b>Classification #:</b>
<b>Author's E-mail: dsoave@citywindsor.ca</b>	

**To: Steering Committee – New City Hall**

**Subject: New City Hall Financial Summary Update**

**1. RECOMMENDATION: City Wide: Ward(s):**

**THAT** the New City Hall Steering Committee **RECEIVE** for information the attached financial summary report as relates to the New City Hall Project as at September 30, 2016.

**EXECUTIVE SUMMARY:**

N/A

**2. BACKGROUND:**

City Council approved a Total Gross Project Budget (Prior to Corporate Recoveries) for the construction of a New City Hall of \$43,937,000 as per the following resolutions.

<b>Resolution</b>	<b>Amount</b>
M95/2011	\$12,000,000
B5/2013	\$4,750,000
B26/2013	\$18,000,000
M222-2015	\$4,450,000
CR161/2015	\$4,400,000
CR130/2016	\$337,000
<b>Total</b>	<b>\$43,937,000</b>

### 3. DISCUSSION:

As of September 30, 2016, the project has incurred expenditures of **\$3,794,642**. A full list of budgeted line items and corresponding expenditures as of September 30, 2016, is included in the attached Appendix A: 350 City Hall Square Financial Summary Report.

### 4. RISK ANALYSIS:

Risks related to this project have been detailed in previous reports to City Council pertaining to this project.

### 5. FINANCIAL MATTERS:

The year-to-date expenditures totalling **\$3,794,642** are summarized as follows:

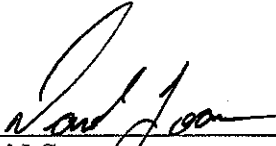
<i>Description</i>	<i>Amount</i>
<b><i>Design / Permit / Administration:</i></b>	
Consultants (Design/Commissioning)	\$1,306,562
Internal Project Management Costs	\$264,790
Geotechnical Report	\$48,172
Permits (Building, SPC, etc.)	\$47,117
Advertising (Procurement)	\$4,902
<b>Sub-Total</b>	<b>\$1,671,543</b>
<b><i>Construction:</i></b>	
Base Building	\$1,990,415
Relocation of Hydro Transformer	\$8,847
<b>Sub-Total</b>	<b>\$1,999,262</b>
<b><i>Miscellaneous:</i></b>	
Project Contingency	\$121,621
Public Art/Communications/Events	\$2,215
<b>Sub-Total</b>	<b>\$123,836</b>
<b>Total</b>	<b>\$3,794,642</b>

### 6. CONSULTATIONS:

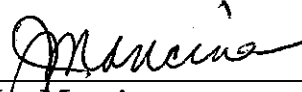
N/A

**7. CONCLUSION:**

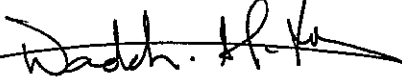
The comments within this report along with Appendix A: 350 City Hall Square Financial Summary Report, outlining the budgeted line items and corresponding expenditures are being provided to the New City Hall Steering Committee for information purposes. As at September 30, 2016 the project is progressing on budget and is also progressing within expected project timelines.



**David Soave**  
**Manager, Operating Budget Development**  
**& Financial Administration**



**Joe Mancina**  
**Chief Financial Officer/City Treasurer and**  
**Corporate Leader Finance and Technology**



**Wadah Al-Yassiri**  
**Project Administrator**

DS

**APPENDICES:**

**Appendix A: 350 City Hall Square Financial Summary Report**

**DEPARTMENTS/OTHERS CONSULTED:**

**Name:**

**Phone #: 519            ext.**

**NOTIFICATION :**

Name	Address	Email Address	Telephone	FAX



APPENDIX A: NEW CITY HALL FINANCIAL SUMMARY REPORT as at September 30, 2016

Description	Approved Budget \$	Current Expenditures / Revenue	Estimated Future Expenditures / Revenue	Total Estimated Project Expenditures / Revenue	Variance Surplus / (Deficit)
<b>EXPENSES</b>					
<b>Design/Permit/Administration:</b>					
Consultants(design/commissioning)	\$ 2,206,468	\$ 1,306,562	\$ 899,906	\$ 2,206,468	\$ -
Internal PM Costs	\$ 486,281	\$ 264,790	\$ 221,491	\$ 486,281	\$ -
Advertising(procurement)	5,000	\$ 4,902	\$ 98	\$ 5,000	\$ -
Permits(building, SPC, etc.)	147,000	\$ 47,117	\$ 99,883	\$ 147,000	\$ -
Geotechnical Report	75,000	\$ 48,172	\$ 26,828	\$ 75,000	\$ -
<b>Subtotal Design/Permit/Administration</b>	<b>\$ 2,919,749</b>	<b>\$ 1,671,543</b>	<b>\$ 1,248,206</b>	<b>\$ 2,919,749</b>	<b>\$ -</b>
<b>Construction:</b>					
Base Building	\$ 30,201,137	\$ 1,990,415	\$ 28,210,722	\$ 30,201,137	\$ -
Relocating Hydro transformer	687,000	8,847	678,153	\$ 687,000	\$ -
Connecting Canopy	210,000	-	210,000	\$ 210,000	\$ -
<b>Subtotal Construction</b>	<b>\$ 31,098,137</b>	<b>\$ 1,999,262</b>	<b>\$ 29,098,875</b>	<b>\$ 31,098,137</b>	<b>\$ -</b>
<b>Furniture</b>					
Furniture & Equipment(assuming 275 staff)	\$ 1,670,000	\$ -	\$ 1,670,000	\$ 1,670,000	\$ -
<b>Subtotal Furniture</b>	<b>\$ 1,670,000</b>	<b>\$ -</b>	<b>\$ 1,670,000</b>	<b>\$ 1,670,000</b>	<b>\$ -</b>
<b>Miscellaneous:</b>					
Parking	\$ 420,000	\$ -	\$ 420,000	\$ 420,000	\$ -
Interim Financing	714,343	-	714,343	714,343	\$ -
Moving Costs	157,500	-	157,500	157,500	\$ -
External Legal Costs(agreement)	300,000	-	300,000	300,000	\$ -
Public Art/Communications/Events	250,000	2,215	247,785	250,000	\$ -
Demolition Costs	2,649,500	-	2,649,500	2,649,500	\$ -
Project Contingency	3,757,771	121,621	3,636,150	3,757,771	\$ -
<b>Subtotal Miscellaneous</b>	<b>\$ 8,249,114</b>	<b>\$ 123,836</b>	<b>\$ 8,125,278</b>	<b>\$ 8,249,114</b>	<b>\$ -</b>
<b>TOTAL GROSS PROJECT COSTS PRIOR TO RECOVERIES</b>	<b>\$ 43,937,000</b>	<b>\$ 3,794,642</b>	<b>\$ 40,142,358</b>	<b>\$ 43,937,000</b>	<b>\$ -</b>
<b>PROJECT REVENUE</b>					
Building Permits	\$ 147,000	-	147,000	147,000	\$ -
Reduction in Salary Costs in Other Corporate Areas	125,000	-	125,000	125,000	\$ -
Transfer from Capital Project - Civic Esplanade(PLN-021-07)	337,000	150,000	187,000	337,000	\$ -
<b>NET CORPORATE RECOVERIES</b>	<b>\$ 609,000</b>	<b>\$ 150,000</b>	<b>\$ 459,000</b>	<b>\$ 609,000</b>	<b>\$ -</b>
<b>TOTAL CITY COSTS</b>	<b>\$ 43,328,000</b>	<b>\$ 3,644,642</b>	<b>\$ 39,683,358</b>	<b>\$ 43,328,000</b>	<b>\$ -</b>

Note 1: Consultant revised budget includes original budget plus \$400,000 for expansion

Note 2: Base building revised budget includes original budget and building fit-up plus \$4M for expansion

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OFFICE OF THE CITY ENGINEER- Engineering**



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<b>Author's Name: Wadah Al-Yassiri</b>	<b>Report Date: October 19, 2016</b>
<b>Author's Phone: 519-255-6100 ext. 6494</b>	<b>Date to Steering Committee: October 27, 2016</b>
<b>Author's E-mail: <a href="mailto:walyassiri@city.windsor.on.ca">walyassiri@city.windsor.on.ca</a></b>	

**To: Steering Committee – New City Hall Project**

**Subject: New City Hall – Food Kiosk**

**1. RECOMMENDATION: City Wide: \_\_\_\_\_ Ward(s): \_\_\_\_\_**

That the Steering Committee **DIRECT** administration to proceed with:

Option 1: Eliminate future food kiosk services within construction contract

or

Option 2: Proceed with 'roughed-in' services per the contract and issue RFP to gauge interest to provide food services

**EXECUTIVE SUMMARY: N/A**

**2. BACKGROUND:**

On March 3, 2015 the Steering Committee approved the New City Hall Floor Plans which included a designated area for a future food kiosk.

Subsequently, Council approved the award of the New City Hall construction to Oscar Construction which included the 'roughed-in' services that would be required for a future food kiosk.

In preparation for the final occupancy of the building, administration has proceeded to investigate the process to obtain a contracted vendor to operate a food kiosk and as such this

report provides additional information that has prompted reconsideration of this area and options for direction.

### **3. DISCUSSION:**

Based on discussions with the City Lease Administrator, two questions prompted reconsideration of the food kiosk at the New City Hall:

#### **1. Is there sufficient demand to support two food service vendors at the City Hall campus (NCH and 400 CHS)?**

- The lease agreements for food services at 350 City Hall Square and the kiosk at 400 CHS required the tenants to provide monthly sales figures and those numbers revealed both tenants struggled with low sales and revenues. Once food services ceased at 350 City Hall Square, sales and revenues increased for the tenant at 400 CHS making that operation more sustainable.
- The tenant at 400 CHS has expressed concern that if two food services are available then neither would be profitable nor sustainable. The 400 CHS lease expired September 30<sup>th</sup>, 2016 and the tenant has agreed to remain month-to-month until a decision is made regarding the food kiosk for New City Hall (NCH).

#### **2. Where is higher foot traffic expected (NCH or 400 CHS)?**

- It is anticipated the NCH will accommodate slightly more employees than the current City Hall but lower than the 400 CHS (approximately 300 at NCH and 500 at 400 CHS, in addition to staff from Service Canada and Service Ontario).
- A large number of the general public attend 400 CHS daily to engage in various services/programs offered by Service Canada, Service Ontario, City of Windsor Social Services and others.
- It is prudent to have the food services located where they can reach the largest possible market.

The future food kiosk is located directly adjacent to the atrium and is approximately 165 sq.ft. The contractor's scope includes 'roughed in' services only.

#### **Option 1: Eliminate future food kiosk services within construction contract:**

As the construction is at an early stage, the area can be incorporated seamlessly into the atrium space with minimal credit to the contract. A decision as to alternative uses can be made at a later date.

**Option 2: Proceed with 'roughed-in' services per the contract and issue RFP to gauge interest to provide food services:**

The only way to confirm actual interest in providing this service would be through the RFP process. This RFP process takes time and would surpass the scheduled installation of the 'roughed-in' services.

**4. RISK ANALYSIS:**

There are no significant or critical risks associated with either Option 1 or Option 2.

**Option 1**

The financial risk associated with adding the required services after construction is complete should a food kiosk be deemed necessary at a latter date is low. There is, however, an opportunity to save the cost associated with roughing-in the services and to use the space for something else.

**Option 2**

There is a moderate risk that if the services are roughed in and no vendors bid on the RFP, the required roughed in services would have to be modified for an alternative use. There is also a moderate risk that should a kiosk be operated in the NCH, one or both of the kiosks could eventually be left empty, due to the high probability of two food kiosks being unprofitable and unsustainable, as evidenced by the sales figures provided by tenants while food services were operated in both 350 City Hall and 400 CHS.

**5. FINANCIAL MATTERS:**

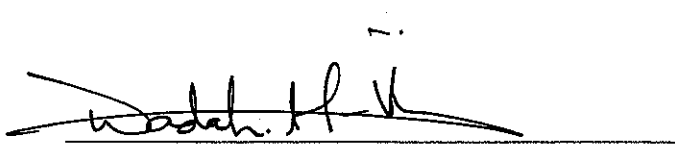
There will be a minimum monetary credit if option 1 is selected.

**6. CONSULTATIONS:**

Tony Sabelli, Lease Administrator  
Frank Scarfone, Manager, Real Estate Services  
Project Working Team  
Project Executive Committee members  
Moriyama & Teshima Architects in Joint Venture with Architecttura Inc.

**7. CONCLUSION:**

In light of the information above, administration is seeking direction from the project Steering Committee regarding the Food Kiosk located on the main floor of the New City Hall.



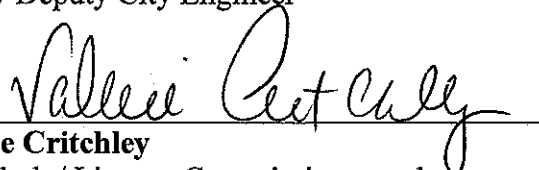
**Wadah Al-Yassiri**  
Project Administrator



**France Isabelle-Tunks**  
Senior Manager of Development, Projects & ROW / Deputy City Engineer



**Mark Winterton**  
City Engineer and Corporate Leader  
Environmental Protection and Transportation  
Project Sponsor, New City Hall Project



**Valerie Critchley**  
City Clerk / Licence Commissioner and  
Corporate Leader Public Engagement and  
Human Services  
Co-Project Sponsor, New City Hall Project

WAY/lp

**APPENDICES:**

**DEPARTMENTS/OTHERS CONSULTED:**  
Name:  
Phone #: 519 ext.

<b>NOTIFICATION ;</b>				
Name	Address	Email Address	Telephone	FAX
Moriyama & Teshima Architects	117 George Street, Toronto, Ontario, M5A 2N4	<a href="mailto:dnash@mtarch.com">dnash@mtarch.com</a> OR <a href="mailto:ctai@mtarch.com">ctai@mtarch.com</a>	416-925-4484	416-925-4637
Architectura Inc.	180 Eugenie Street West, Windsor, ON N8X 2X6	<a href="mailto:dan@architectura-inc.com">dan@architectura-inc.com</a> OR <a href="mailto:carmen@architectura-inc.com">carmen@architectura-inc.com</a>	519-258-1390	519-258-2921

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<b>Author's Name: Wadah Al-Yassiri</b>	<b>Report Date: October 19, 2016</b>
<b>Author's Phone: 519-255-6100 ext. 6494</b>	<b>Date to Steering Committee: October 27, 2016</b>
<b>Author's E-mail: <a href="mailto:walyassiri@city.windsor.on.ca">walyassiri@city.windsor.on.ca</a></b>	

**To: Steering Committee – New City Hall Project**

**Subject: New City Hall – Communication**

**1. RECOMMENDATION: City Wide: \_\_\_\_\_ Ward(s): \_\_\_\_\_**

That the Steering Committee provides **DIRECTION** to administration regarding the following:

1. THAT Administration provides an additional quarterly project communication (one page project status) to City Council.

or

2. THAT Administration continues current communications to City Council through Steering Committee minutes.

**EXECUTIVE SUMMARY: N/A**

**2. BACKGROUND:**

The Project communications and public relations are guided by the Project Charter. Meetings are held at key stages of decision making throughout the project and are called by the chair of the Executive Committee. Milestone updates to the media as to project progression take place periodically and on an as-needed basis.

Executive Committee (EC) meetings are held regularly and Steering Committee (SC) meetings are held as required. All the minutes from the EC meetings will be shared with SC, and all minutes from SC meetings will be sent to Council for information.

### **3. DISCUSSION:**

It was brought to Administration's attention that a quarterly communication update (one page project status) to City Council during their usual Council meeting might improve communications for the project. This would provide an additional opportunity to update Council and the public at large.

As stated earlier, the minutes of the Steering Committee meetings are sent to Council for their information; however, due to the standard Council schedule, the information can be up to 2-3 months old.

Providing a separate quarterly project update to Council would be outside the current Project Charter's reporting structure. However, it would provide a more current update albeit it would still be approximately one month old.

### **4. RISK ANALYSIS:**

No significant or critical risks have been identified with regard to the recommendation. By providing a one page communication on a quarterly basis, the project team would be taking advantage of an opportunity to deliver key messages to Council and the public.

### **5. FINANCIAL MATTERS:**

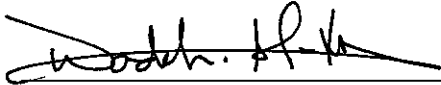
There is no financial impact.

### **6. CONSULTATIONS:**


Project Working Team  
Project Executive Committee members

**7. CONCLUSION:**

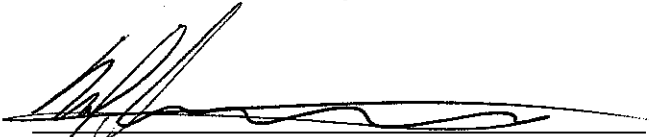
Administration is looking to the Steering Committee for direction regarding additional Council communication.



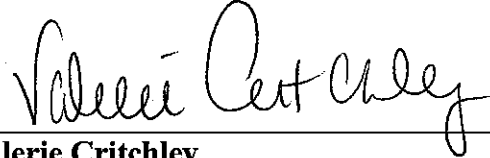
**Wadah Al-Yassiri**  
Project Administrator



**France Isabelle-Tunks**  
Senior Manager of Development, Projects &  
ROW / Deputy City Engineer



**Mark Winterton**  
City Engineer and Corporate Leader  
Environmental Protection and Transportation  
Project Sponsor, New City Hall Project



**Valerie Critchley**  
City Clerk / Licence Commissioner and  
Corporate Leader Public Engagement and  
Human Services  
Co-Project Sponsor, New City Hall Project

WAY/lp

**APPENDICES:**

**DEPARTMENTS/OTHERS CONSULTED:**  
Name:  
Phone #: 519                      ext.

**NOTIFICATION ;**

Name	Address	Email Address	Telephone	FAX