

AGENDA
of the
NEW CITY HALL PROJECT STEERING COMMITTEE
Tuesday March 3, 2015
9:30 o'clock a.m.
Room 407, 400 City Hall Square East

1. **CALL TO ORDER**
2. **DECLARATIONS OF CONFLICT**
3. **ELECTION OF CHAIRPERSON**
4. **BUSINESS ITEMS**
 - 4.1 **Project Update**
The report of the Project Manager dated February 23, 2015 entitled "New City Hall – Project Update February 2015" – *(attached)*
 - 4.2 **Financial Summary Update**
Report dated February 23, 2015 entitled "New City Hall Financial Summary Update" – *(attached)*
 - 4.3 **Report - New City Hall Final Floor Plans and Facade Rendering**
Report dated February 20, 2015 entitled "New City Hall Final Floor Plans and Facade Rendering" – *(to be e-mailed)*
 - 4.4 **Report – Green Energy Features**
Report dated February 20, 2015 entitled "New City Hall Green Energy Features" – *(attached)*
5. **NEW CITY HALL PROJECT EXECUTIVE COMMITTEE MINUTES**
Minutes of the New City Hall Project Executive Committee – *(attached)*
Meeting date -
 - June 17, 2014
 - July 29, 2014
 - August 19, 2014
 - September 16, 2014
 - October 21, 2014
 - November 18, 2014
 - December 4, 2014
 - January 13, 2015
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:

"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"

Author's Name: Wadah Al-Yassiri	Report Date: February 23, 2015
Author's Phone: 519-255-6100 ext. 6494	Date to Steering Committee: March 3, 2015
Author's E-mail: walyassiri@city.windsor.on.ca	

To: Steering Committee – New City Hall Project

Subject: New City Hall - Project Update, February 2015

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

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

EXECUTIVE SUMMARY: N/A

2. BACKGROUND:

On January 27, 2014, City Council approved the New City Hall project (CR22/2014). Total overall project budget is \$34,750,000

On June 9, 2014, Council received a memorandum from City Solicitor confirming Moriyama & Teshima Architects and Architectura Inc. had been selected as the design team for the New City Hall project pursuant to RFP 50-14.

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

- Environmental and Soil consultant; Golder & Associates
- Design Consultants; Moriyama & Teshima and Architectura Architects
- Cost Consultant; A. W. Hooker
- Archaeological Consultant; Amec Foster Wheeler

The following report outlines the progress to date.

3. **DISCUSSION:**

The design team is approximately 50% complete the Design Development Phase. To date, the following summarizes recent works;

- A detailed review of space needs and program adjacencies
- Conducted many consultations with all departments and divisions included in the facility
- Prepared final floor plan layouts for sign off by affected departments
- Finalize multiple interior/exterior renderings
- Conducted “green” energy open house and collected feedback
- Researched and prepared a list of “green” features recommended to be included in the building to enhance sustainability without impacting the approved budget

Overall Project Deadlines/Milestones:

Milestones	Target Dates	Completion Date
1. Council Approved Process	January 27, 2014	January 27, 2014
2. Award Design Team	March – May 2014	June 9, 2014
3. Award Cost Consultant	Aug. 2014	Sep. 2014
4. Design Development Phase		
i. Produce (3) different renderings	June 16 – August 11, 2014	Sep. 2014
ii. Council approved Design Concept	Sep. 8, 2014	Oct. 6, 2014
5. Construction Document Phase		
i. Complete design/tender documents	Sep. 2014 – Aug. 2015	Ongoing
ii. Council approves design rendering/features	Feb. - March 2015	Proposed March 23, 2015
6. Prequalify construction bidders	June 2015	
7. Issue tender documents	Sep. – Oct. 2015	
8. Award Tender (if within budget)	Oct. 2015	
9. Construction Phase	Nov. 2015 – Dec. 2017	
10. Furniture & Fit-up	Jan. – March 2018	
11. Occupancy	April 2018	
12. Decommission and Demolition of old City Hall building	May – Dec. 2018	

Next Milestone

Report to Council (March 2015) with;

- Floor plans showing departments and customer service areas (Public Space)
- Recommended “Green” Features

4. RISK ANALYSIS:

Risks are inherent in any project. Building a large facility such as the one being proposed inherently carries a degree of risk. However, Administration has undertaken prudent measures including a Project Governance structure that includes a Working Committee, Executive Committee and Steering Committee to minimize potential risks. These Committees will identify risks (if any) and provide an opportunity to identify and mitigate them in a timely manner throughout the project.

5. FINANCIAL MATTERS:

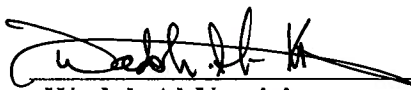
Financial Matters are subject of a separate report.

6. CONSULTATIONS:

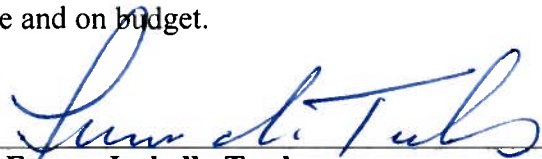
Moriyama & Teshima Architects in Joint Venture with Architectura Inc.

7. CONCLUSION:

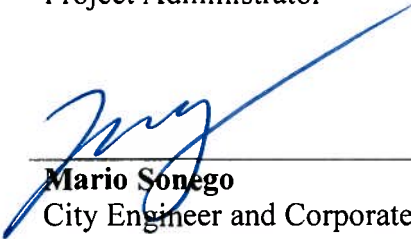
The project is moving forward with strict adherence to the project charter, budget, milestones and schedule in order to deliver the project on time and on budget.



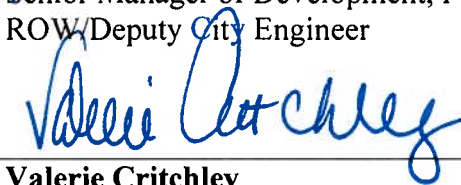
Wadah Al-Yassiri
Project Administrator



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



Mario Sonogo
City Engineer and Corporate Leader
Environmental Protection and Transportation
Co-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

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



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."

LiveLink REPORT #:	Report Date: February 23, 2015
Author's Name: David Soave	Date to Committee: March 3, 2015
Author's Phone: 519 255-6100 ext. 1911	
Author's E-mail: dsoave@city.windsor.on.ca	

To: Chair and Members of the New City Hall Steering Committee

Subject: New City Hall Financial Summary Update

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

THAT the New City Hall Steering Committee **RECEIVE** the financial summary report and comments, as at February 23, 2015.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

On January 21, 2014, through CR22/2014 , City Council approved a Total Gross Project Budget (Prior to Corporate Recoveries) of \$34,750,000.

M95/2011	Previously approved placeholder resulting from the ISF project surplus.	\$12,000,000
B5/2013	Previously approved capital project surplus funds approved in the 2013 capital budget report.	\$4,750,000
B26/2013	Previously approved placeholder in the 2013 Capital Budget that will be funded from the 5-Year Capital Plan.	\$18,000,000
Total		\$34,750,000

A financial summary report detailing the line-by-line budget and corresponding expenditures will be presented to the New City Hall Steering Committee on a regular basis.

3. DISCUSSION:

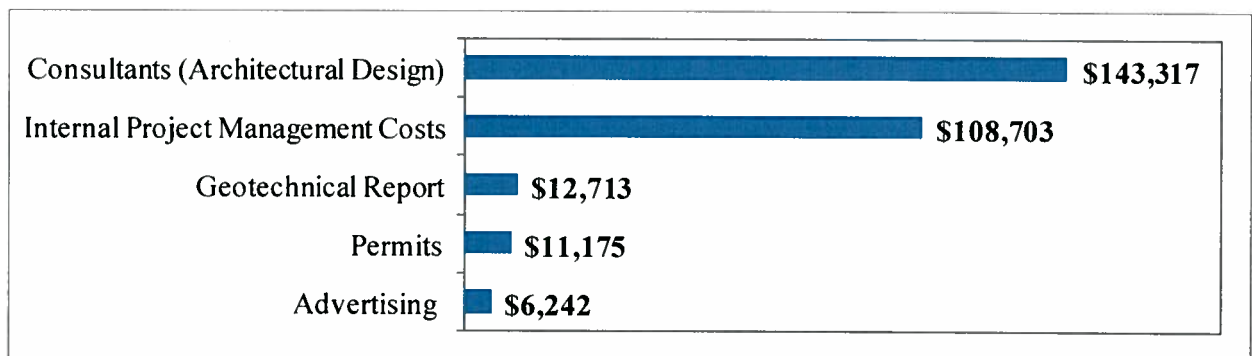
As of February 23, 2015, the project has incurred expenditures of \$282,150 primarily related to the architectural design and project management costs recovered from the project. A full list of budgeted line items and corresponding expenditures (February 23, 2015), are included in the attached Appendix 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 \$282,150 are summarized as follows:



Attached is a summary by account of the project's approved budget and actuals to date.

6. CONSULTATIONS:

N/A

7. CONCLUSION:

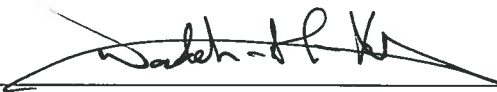
The comments within this report along with Appendix A: 350 City Hall Square Financial Summary Report, outlining the budgeted line items and corresponding expenditures have been provided to the New City Hall Steering Committee for information purposes.



David Soave
Manager of Operating Budget
Development & Financial Administration



Onorio Colucci
Chief Financial Officer/City Treasurer and
Corporate Leader Finance and Technology



Wadah Al-Yassiri
Project Manager

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

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



MISSION STATEMENT:

"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"

Author's Name: Wadah Al-Yassiri	Report Date: February 20, 2015
Author's Phone: 519-255-6100 ext. 6494	Date to Steering Committee: March 3, 2015
Author's E-mail: walyassiri@city.windsor.on.ca	

To: Steering Committee – New City Hall Project

Subject: New City Hall – Green Energy Features

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

That the Steering Committee **APPROVE** the Green Energy Features (attached as Schedule A) for the New City Hall project.

EXECUTIVE SUMMARY: N/A

2. BACKGROUND:

On December 10, 2014, the Project Team conducted a "green energy" open house and was looking for public input on the energy efficiency plans for the New City Hall project. City Staff, together with architects from Moriyama & Teshima and Architectura Inc. ("Architects") and mechanical engineers from exp Services Inc. was on hand to answer questions, capture ideas, listen to concerns and provide feedback.

3. DISCUSSION:

The Architects are responsible to research and present "green energy" features that provide cost benefits and sustainability for the new facility. The direction was to find opportunities to enhance sustainability while maintaining the approved project budget.

As a result of the public consultation, detailed engineering analysis and administrative reviews with Facilities & Environmental divisions, the Architects and the Design Team developed the list of "green energy" features included as Schedule A for consideration in the New City Hall building. The list is grouped in two categories: Base Bid items and Provisional items. This will provide the opportunity to include provisional items should the costs fall within the allocated budget.

Further, the Design Team will further identify and pursue available government grants and utility incentives for energy-efficient “green” design features, and shall assist in the preparation of required documentation should these grants be targeted.

4. RISK ANALYSIS:

There are no risks identified.

5. FINANCIAL MATTERS:

The New City Hall project has an overall budget of \$34.75 million.

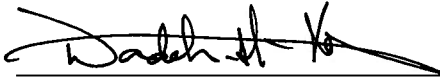
The majority of the “green energy” features will be included within the Base tender price and other potentially more costly items are recommended as Provisional. The Provisional items will provide the opportunity to include pending available funding.

6. CONSULTATIONS:

Members of the New City Hall Project Executive Committee
Tom Graziano, Senior Manager of Facilities
Dave Thompson, exp Services Inc.

7. CONCLUSION:

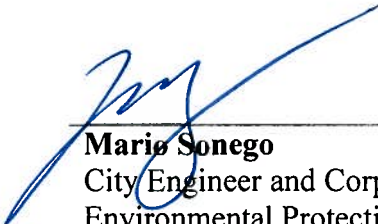
The Design Team recommends the attached “green energy” features as listed in Schedule A. Furthermore, the direction to separate these features into Base Bid items (included in the tender price) and offer other potentially more costly items as Provisional will provide the opportunity to select options, pending available funding. The tender award including pricing for the Provisional items will be brought to Council for final decision.



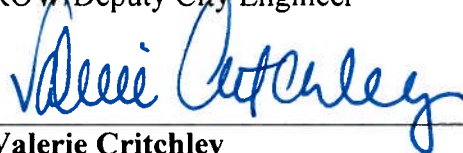
Wadah Al-Yassiri
Project Administrator



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



Mario Sonego
City Engineer and Corporate Leader
Environmental Protection and Transportation
Co-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

APPENDICES:
Schedule A - Green Energy Features

DEPARTMENTS/OTHERS CONSULTED:

Name:

Phone #: 519 ext.

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX

Schedule A

Green Energy Features

Items to be included in “Base Bid” within the tender:

1. High Performance Envelope (Higher than Building code specification Insulation Levels, Optimization of Glazing Areas & Window Specs)
2. Low Flow Water Fixtures
3. LED Lighting
4. Low VOC Materials
5. Recycled Content Materials (suggested rate is 10-20%)
6. Regional materials (suggested rate is 20-30%).
7. Construction Waste Management (suggested rate is 75%)
8. Storm water Management for Building (Flow control roof drains)
9. Bicycle Infrastructure (Exterior bike racks included as part of the Civic Square Plaza).
10. Sustainable Landscaping (Native and adaptive plants within site limits, high efficiency irrigation if there is any etc.)
11. District Energy (Heating and Cooling)
12. High Performance M&E (Various features including demand control ventilation, VFD for fans/pumps, full DDC control of AHU and VAV boxes)

Items to be included as “Provisional” within the tender:

13. Daylighting (Daylighting Controls for shading devices and level of lighting levels)
14. Green Roof or White roof as an alternative
15. FSC, Low VOC and No Urea formaldehyde added furniture systems

NEW CITY HALL EXECUTIVE COMMITTEE

Minutes

June 17, 2014

Meeting Room 406, 400 City Hall Sq E

In Attendance:

Executive

Committee:

Mario Sonego – Project Sponsor/Chair – City Engineer
Valerie Critchley – Co-Sponsor/Deputy Chair - City Clerk
Onorio Colucci – City Treasurer
Shelby Askin Hager - City Solicitor
John Miceli – Executive Director of Parks and Facilities
Thom Hunt - City Planner
Harry Turnbull – Executive Director of Information Technology
France Isabelle-Tunks – Senior Manager of Development & Geomatics
Helga Reidel – Chief Administrative Officer

Regrets:

Working

Team:

Wadah Al-Yassiri – Project Administrator
Dave Soave – Project Accountant
Alex Vucinic – Purchasing Manager
Tom Graziano – Facilities Resource
Neil Robertson – Planning Resource
Leslie Prieur – Administrative Support

Regrets: Dana Paladino – Risk Resource
Cheryl Glassford – Legal Resource
Tony Ardovini – Finance Resource
Earl Larking – IT Resource
Jill Braido – Communication Resource

1. Approval of Previous Minutes/Action Items (May 20, 2014)

Dave Soave reviews the Financial Update. Discussion ensues on the \$150,000 for pre consulting construction costs. It is determined that this work will be kept as a separate project and all cost and funding will be removed. The surplus funds will be returned to the funding source and the financial report for the New City Hall Project will be amended to show same. The Project Charter will be amended to reflect this also. **Complete**

Jill Braido reviews the Communication Plan. It is determined that spokespersons for the project should be Mario Sonogo (Project Sponsor), Valerie Critchley (Project Co-Sponsor), the Chair of the Steering Committee (to be determined) and Wadah Al-Yassiri as Project Manager. Jill will make this change to the Communications Plan. **Complete**

Thom Hunt advises the next Heritage Committee meeting is June 11th, 2014. He will confirm that "Permission to Demolish old 350 City Hall Square" is on the agenda. **Complete**

Mario Sonogo requests that the Committee report from Windsor-Essex County Environment Committee (WECEC) dated March 6, 2014 be attached to these minutes for information. **Complete**

New City Hall Executive Committee minutes dated May 20, 2014 have been approved.

2. Project Update

Wadah Al-Yassiri reviews the Project Update. The design consultant for this project is Moriyama & Teshima from Toronto in joint venture with Architecttura Inc. The first meeting with the consultants is scheduled for June 19, 2014.

The report on Geothermal System for the New City Hall Facility went to Council on June 9th. Council approved Administration's recommendation that we continue the use of District Energy.

The report - New City Hall Project - Parking Options and Civic Square Campus Development will go to Council on June 30, 2014. Wadah Al-Yassiri asks if he can share this report with the consultants on June 19th. The consensus of the committee is yes but they note that it is draft and the final outcome will depend on Council's decision.

Helga Reidel asks to meet with the consultants. Wadah Al-Yassiri will try to arrange this meeting for June 26th when the consultants are in Windsor.

(Action: W. Al-Yassiri)

Thom Hunt advises that the Heritage Committee met last week regarding demolishing 350 City Hall Square. They could not reach a decision so there is no recommendation to take to City Council. The report from the Heritage Committee will go to City Council on July 7th. Administration will prepare a memo to Council to remind them there is a previous Council Resolution (22/2014) instructing administration to proceed with a process for the decommissioning and demolition of the existing City Hall building. This memo will be included in the order of business for the July 7th meeting.

(Action: F. Isabelle-Tunks)

3. Financial Update

The committee reviews the financial update. Dave Soave confirms the \$150,000 for pre-consulting construction costs has been removed from this project and put in a separate project that has since been closed.

4. Communications

An updated communications plan will be attached to these minutes.

(Action: J. Braido/L. Prieur)

5. Review Issues List

No new issues at this time.

6. Date and Agenda for Steering Committee Meeting

The first Steering Committee meeting is scheduled on July 8, 2014.

The agenda will include:

- Election of a chairperson
- Project update
- Financial update
- Report to Steering Committee on Consultants' Schedule
- Report to Steering Committee amending the Project Charter
- Previous Executive Committee minutes

7. New Business

No new business at this time.

The next meeting of the New City Hall Executive Committee will be **July 15, 2014 at 1:00 p.m. in the Walkerville Room.**

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri

**NEW CITY HALL
EXECUTIVE COMMITTEE**

Minutes

July 29, 2014

Walkerville Room, 350 City Hall Square

In Attendance:

Executive

Committee:

Mario Sonogo – Project Sponsor/Chair – City Engineer
Valerie Critchley – Co-Sponsor/Deputy Chair - City Clerk
Onorio Colucci – City Treasurer
Wira Vendrasco for Shelby Askin Hager - City Solicitor
John Miceli – Executive Director of Parks and Facilities
Thom Hunt - City Planner
Earl Larking for Harry Turnbull – Executive Director of Information
Technology
France Isabelle-Tunks – Senior Manager of Development & Geomatics
Helga Reidel – Chief Administrative Officer

Regrets:

Shelby Askin Hagar – City Solicitor
Harry Turnbull – Executive Director of Information Technology

Working

Team:

Wadah Al-Yassiri – Project Administrator
Dave Soave – Project Accountant
Jason Moore – Communication Resource
Cheryl Glassford – Legal Resource
Neil Robertson – Planning Resource
Leslie Prieur – Administrative Support

Regrets:

Dana Paladino – Risk Resource
Alex Vucinic – Purchasing Manager
Tony Ardovini – Finance Resource
Tom Graziano – Facilities Resource

Moriyama &

Teshima:

Cheiwei Tai
Diarmuid Nash

Architettura

Architects: Dan Amicone
Carmen Brunone

1. Approval of Previous Minutes/Action Items (May 20, 2014)

Helga Reidel asks to meet with the consultants. Wadah Al-Yassiri will try to arrange this meeting for June 26th when the consultants are in Windsor. **Complete**

Thom Hunt advises that the Heritage Committee met last week regarding demolishing 350 City Hall Square. They could not reach a decision so there is no recommendation to take to City Council. The report from the Heritage Committee will go to City Council on July 7th. Administration will prepare a memo to Council to remind them there is a previous Council Resolution (22/2014) instructing administration to proceed with a process for the decommissioning and demolition of the existing City Hall building. This memo will be included in the order of business for the July 7th meeting. **Complete**

An updated communications plan will be attached to these minutes. **Complete**

New City Hall Executive Committee minutes dated June 17, 2014 have been approved.

2. Renderings Presentation

Representatives from Moriyama & Teshima and Architettura Architects present three concept renderings (Campus Concept, Courtyard Concept and Gateway Concept) for the New City Hall. Each of the concepts envisions a five storey building with the first two floors being public space and the top three floors for administrative space.

The Executive Committee offered suggestions and comments on the three concepts. The Committee instructed the consultants to prepare 'pros and cons' for each concept for City Council's information.

The Consultants will develop interior views of each rendering for City Council.

It should be noted that the construction of the Plaza will not be part of this project as it cannot be completed until the old city hall is demolished.

3. Project Update

Wadah Al-Yassiri reviews the Project Update.

The New City Hall Executive Committee accepts the Project Update.

4. Financial Update

The committee reviews the financial update.

The New City Hall Executive Committee accepts the Project Update.

5. Communications

The New City Hall Executive Committee accepts the updated Communications Plan.

6. Review Issues List

No new issues at this time.

7. Date and Agenda for Steering Committee Meeting

Discussion ensues on how to present the concept designs for the new city hall to the Steering Committee and City Council. Helga Reidel will advise. If the concept designs go directly to City Council, the Steering Committee meeting scheduled for August 6, 2014 will be cancelled.

8. New Business

No new business at this time.

The next meeting of the New City Hall Executive Committee will be **August 19, 2014 at 1:00 p.m. in the Walkerville Room.**

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri

NEW CITY HALL EXECUTIVE COMMITTEE

Minutes

August 19, 2014

Walkerville Room, 350 City Hall Square

In Attendance:

Executive

Committee:

Mario Sonego – Project Sponsor/Chair – City Engineer
Shelby Askin Hagar – City Solicitor
Onorio Colucci – City Treasurer
John Miceli – Executive Director of Parks and Facilities
Thom Hunt - City Planner
Harry Turnbull – Executive Director of Information Technology

Regrets:

Valerie Critchley – Co-Sponsor/Deputy Chair - City Clerk
France Isabelle-Tunks – Senior Manager of Development & Geomatics
Helga Reidel – Chief Administrative Officer

Working

Team:

Wadah Al-Yassiri – Project Administrator
Dave Soave – Project Accountant
Jill Braido – Communication Resource
Earl Larking – IT Resource
Cheryl Glassford – Legal Resource
Leslie Prieur – Administrative Support

Regrets:

Dana Paladino – Risk Resource
Alex Vucinic – Purchasing Manager
Tony Ardovini – Finance Resource
Neil Robertson – Planning Resource
Tom Graziano – Facilities Resource

1. Approval of Previous Minutes/Action Items (July 29, 2014)

There were no action items from the last minutes

New City Hall Executive Committee minutes dated July 29, 2014 have been approved.

2. Project Update

Wadah Al-Yassiri reviews the Project Update.

The RFP for a cost consultant is closing Aug. 20th, 2014.

Wadah has been working with individual departments regarding adjacencies. He expects to have a draft layout once the design concept is selected.

A few meetings have taken place regarding customer service counters, including a conference call with Surrey City Hall (BC) to review their operations. There is another conference call with Surrey City Hall this afternoon.

Thom Hunt asks if there will be a tour of Ontario cities to review customer service counters. Wadah explains there will be a tour planned that will include working team members as well as a few executive committee members.

Moriyama & Teshima and Architecttura Architects have developed various renderings of the three concepts. They are working on the pros and cons and an estimate of each concept. This will go to City Council on September 8th, 2014.

The New City Hall Executive Committee accepts the Project Update.

3. Financial Update

The committee reviews the financial update.

The New City Hall Executive Committee accepts the Project Update.

4. Review Issues List

With respect to Emergency Contingency Plan for City Hall, John Miceli states that additional repairs to the heating system will be made before winter.

5. Date and Agenda for Steering Committee Meeting

The next Steering Committee meeting will be scheduled after the September 8th, 2014 council meeting.

6. New Business

No new business at this time.

The next meeting of the New City Hall Executive Committee will be **September 16, 2014 at 9:00 a.m. in the Walkerville Room.**

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri

NEW CITY HALL EXECUTIVE COMMITTEE

Minutes

September 16, 2014

Walkerville Room, 350 City Hall Square

In Attendance:

Executive

Committee:

Mario Sonogo – Project Sponsor/Chair – City Engineer
Valerie Critchley – Co-Sponsor/Deputy Chair - City Clerk
Shelby Askin Hagar – City Solicitor
Onorio Colucci – City Treasurer
John Miceli – Executive Director of Parks and Facilities
Neil Robertson for Thom Hunt - City Planner
Earl Larking for Harry Turnbull – Executive Director of Information
Technology
France Isabelle-Tunks – Senior Manager of Development & Geomatics

Regrets:

Harry Turnbull – Executive Director of Information
Thom Hunt – City Planner
Helga Reidel – Chief Administrative Officer

Working

Team:

Wadah Al-Yassiri – Project Administrator
Dave Soave – Project Accountant
Jill Braidon – Communications Resource
Jason Moore – Communications Resource
Tom Graziano – Facilities Resource
Cheryl Glassford – Legal Resource
Leslie Prieur – Administrative Support

Regrets:

Dana Paladino – Risk Resource
Alex Vucinic – Purchasing Manager
Tony Ardovini – Finance Resource

1. Approval of Previous Minutes/Action Items (August 19, 2014)

There were no action items from the last minutes

New City Hall Executive Committee minutes dated August 19, 2014 have been approved.

2. Project Update

Wadah Al-Yassiri reviews the Project Update.

A.W. Hooker has been retained as the Cost Consultant. They will be working closely with the design team.

Wadah has been working with individual departments regarding adjacencies. He expects to have a draft layout once the design concept is selected.

A tour of four city halls (Mississauga, Vaughn, Hamilton and Toronto) is scheduled for October 8-9, 2014. There will be 7 city staff attending.

The Committee approves costs of approximately \$2,200.00 for hotel rooms and vehicle rental for this tour to be charged to internal project management cost.

The report on Green Globe vs. Leeds is being finalized. Wadah will send a copy to all Executive Committee members for their review. He states that the report will recommend Green Globe. This report will go to the Steering Committee at their next scheduled meeting.

There is an open house scheduled today from 4 - 7 pm for the public to review the Campus and Gateway options for the new city hall. The public will have the opportunity to vote on their preferred concept and also provide comments.

A report is anticipated to go to City Council at its October 6th, 2014 meeting advising on the outcome of the public vote (both electronically and from the public open house).

The New City Hall Executive Committee accepts the Project Update.

3. Financial Update

The committee reviews the financial update.

The New City Hall Executive Committee accepts the Financial Update.

4. Review Issues List

Mario Sonogo asks that a meeting with District Energy be added to the Issues List. He states that this meeting should be scheduled before October 17, 2014 so that John Miceli is available to participate.

(Action: Wadah Al-Yassiri)

5. Date and Agenda for Steering Committee Meeting

The next Steering Committee meeting will be scheduled after the election.

6. New Business

No new business at this time.

The next meeting of the New City Hall Executive Committee will be **October 21, 2014 at 1:00 pm. in the Walkerville Room.**

Minutes taken by: Leslie Prieur
Minutes reviewed by: Wadah Al-Yassiri

NEW CITY HALL EXECUTIVE COMMITTEE

Minutes

October 21, 2014

Walkerville Room, 350 City Hall Square

In Attendance:

Executive

Committee:

Mario Sonogo – Project Sponsor/Chair – City Engineer
Valerie Critchley – Co-Sponsor/Deputy Chair - City Clerk
Cheryl Glassford for Shelby Askin Hagar – City Solicitor
Harry Turnbull – Executive Director of Information
Thom Hunt – City Planner
France Isabelle-Tunks – Senior Manager of Development & Geomatics

Regrets:

Onorio Colucci – City Treasurer
Helga Reidel – Chief Administrative Officer

Working

Team:

Wadah Al-Yassiri – Project Administrator
Dave Soave – Project Accountant
Earl Larking – IT Resource
Jill Braido – Communications Resource
Neil Robertson – Planning Resource
Tom Graziano – Facilities Resource
Leslie Prieur – Administrative Support

Regrets:

Dana Paladino – Risk Resource
Alex Vucinic – Purchasing Manager
Tony Ardovini – Finance Resource

1. Approval of Previous Minutes/Action Items (September 16, 2014)

Mario Sonogo asks that a meeting with District Energy be added to the Issues List. He states that this meeting should be scheduled before October 17, 2014 so that John Miceli is available to participate.

The parties met and discussed District Energy for the new City Hall. The goal is to have one agreement encompassing 350 City Hall Square and the new City Hall. This is ongoing and will be added to the Issues List. COMPLETE

New City Hall Executive Committee minutes dated September 16, 2014 have been approved.

2. Project Update

Wadah Al-Yassiri reviews the Project Update.

On October 6, 2014, City Council approved the Campus Concept. The consultants are working on a detailed design.

Wadah continues to work with individual departments regarding adjacencies.

On October 8 & 9, 2014, Wadah Al-Yassiri, Neil Robertson, Alena Sleziak and Lori Boston took a tour of four city halls (Mississauga, Vaughan, Hamilton and Brampton). They specifically reviewed the 'one stop shopping customer service counters', council chambers and shipping and receiving areas. They found the tour to be very productive. On October 30th they will tour Leamington and Lasalle Town Halls. They will prepare a presentation of their findings for the Executive Committee.

(Action: W. Al-Yassiri)

There will be a green energy workshop scheduled in December. This will be open to the public.

The New City Hall Executive Committee accepts the Project Update.

3. Proposed Square Foot Reductions

France reviews the proposed square foot reductions to the building. In order to keep the project within construction budget, it is recommended that the square footage of the building be reduced by approximately 10,000 sq ft. The Committee agrees that this will be the target and as the design progresses this will be reviewed. Mario states that the CAO and CLT's should be updated.

(Action: M. Sonego)

4. Financial Update

David Soave reviews the financial update.

The New City Hall Executive Committee accepts the Financial Update.

5. Review Issues List

An item to finalize transition and the new agreement with District Energy will be added to the Issues List.

(Action: W. Al-Yassiri)

6. Date and Agenda for Steering Committee Meeting

The next Steering Committee meeting will be scheduled after the election.

7. New Business

No new business at this time.

The next meeting of the New City Hall Executive Committee will be **November 18, 2014 at 1:00 pm. in the Walkerville Room.**

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri

NEW CITY HALL EXECUTIVE COMMITTEE

Minutes

November 18, 2014

Walkerville Room, 350 City Hall Square

In Attendance:

Executive

Committee:

Mario Sonego – Project Sponsor/Chair – City Engineer
Valerie Critchley – Co-Sponsor/Deputy Chair - City Clerk
Cheryl Glassford for Shelby Askin Hagar – City Solicitor
Harry Turnbull – Executive Director of Information
Thom Hunt – City Planner
France Isabelle-Tunks – Senior Manager of Development & Geomatics

Regrets:

Onorio Colucci – City Treasurer
Helga Reidel – Chief Administrative Officer

Working

Team:

Wadah Al-Yassiri – Project Administrator
Dave Soave – Project Accountant
Earl Larking – IT Resource
Jill Braido – Communications Resource
Jason Moore – Communications Resource
Alena Sleziak – Council Services
Lori Boston – Council Services
Neil Robertson – Planning Resource
Tom Graziano – Facilities Resource
Leslie Prieur – Administrative Support

Regrets:

Dana Paladino – Risk Resource
Alex Vucinic – Purchasing Manager
Tony Ardovini – Finance Resource

1. Approval of Previous Minutes/Action Items (October 21, 2014)

On October 8 & 9, 2014, Wadah Al-Yassiri, Neil Robertson, Alena Sleziak and Lori Boston took a tour of four city halls (Mississauga, Vaughan, Hamilton and Brampton). They specifically reviewed the 'one stop shopping customer service counters', council chambers

and shipping and receiving areas. They found the tour to be very productive. On October 30th they will tour Leamington and Lasalle Town Halls. They will prepare a presentation of their findings for the Executive Committee.

Presentation scheduled for today's meeting. COMPLETE

France reviews the proposed square foot reductions to the building. In order to keep the project within construction budget, it is recommended that the square footage of the building be reduced by approximately 10,000 sq ft. The Committee agrees that this will be the target and as the design progresses this will be reviewed. Mario states that the CAO and CLT's should be updated.

Mario reviewed this with the CAO. COMPLETE

New City Hall Executive Committee minutes dated October 21, 2014 have been approved.

2. Project Update

Wadah Al-Yassiri reviews the Project Update.

Wadah states he met with the consultants this morning. They are working on layouts for the building, including layouts for council chambers.

Wadah continues to work with individual departments regarding adjacencies.

There will be a green energy workshop scheduled for the 2nd week in December. This will be open to the public.

The Committee agrees that the main focus will be to make the building more energy efficient rather than certification.

The New City Hall Executive Committee accepts the Project Update.

3. Proposed Square Foot Reductions

France advises that previously we reduced the square footage of the building by approximately 10,000 sq ft. The consultant has clarified that we actually require a further reduction of 8,000 sq ft for a total reduction of 18,000 sq ft to remain within budget. She notes that approximately 15,000 sq ft in reductions have been identified. France states the working team is confident that the remaining reductions would be found once the floor layouts are complete.

France notes that the further reductions were found in common space areas (cafeteria, meeting rooms, filing areas and shipping and receiving). None of the reductions is

expected to affect functionality of the building. A full copy of the reductions will be included with these minutes (attached).

4. Financial Update

David Soave reviews the financial update.

The New City Hall Executive Committee accepts the Financial Update.

5. Review Issues List

Wadah Al-Yassiri reviews the Issues List for the Committee.

6. Date and Agenda for Steering Committee Meeting

The next Steering Committee meeting will be scheduled in January, 2015 once new committee members have been appointed.

7. New Business

Relocation of Existing Transformer/Hydro Switch (between 350 & 400 CHS)

Wadah states that he met with Enwin regarding relocation of the existing transformer/hydro switch between 350 & 400 CHS. There are four options to consider. Three of these options are new and he is waiting on pricing for each of them. The fourth offer suggests status quo with the transformer/hydro switch remaining in its present location but having it shielded by landscaping. This item will be added to the issues list for follow up.

(Action: W. Al-Yassiri)

8. Power Point Presentation Tours of City Hall Facilities

Alena Sleziak and Lori Boston attend to show a PowerPoint presentation on the recent tours of various City Hall facilities (Mississauga, Vaughan, Hamilton, Brampton, Leamington and Lasalle). This presentation is available on the "I" drive – I:\cityhall tours 2014.

The next meeting of the New City Hall Executive Committee will be **December 4, 2014 at 1:00 pm. in the Walkerville Room.**

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri

NEW CITY HALL EXECUTIVE COMMITTEE

Minutes

December 4, 2014

Walkerville Room, 350 City Hall Square

In Attendance:

Executive

Committee:

Mario Sonego – Project Sponsor/Chair – City Engineer
Valerie Critchley – Co-Sponsor/Deputy Chair - City Clerk
Shelby Askin Hagar – City Solicitor
Earl Larkin for Harry Turnbull – Executive Director of Information
Onorio Colucci – City Treasurer
France Isabelle-Tunks – Senior Manager of Development & Geomatics

Regrets:

Thom Hunt – City Planner
Harry Turnbull – Executive Director of Information
Helga Reidel – Chief Administrative Officer

Working

Team:

Wadah Al-Yassiri – Project Administrator
Dave Soave – Project Accountant
Jill Braido – Communications Resource
Jason Moore – Communications Resource
Neil Robertson – Planning Resource
Adam Coates – Planning Resource
Averil Parent – Environmental
Karina Richter – Environmental
Sergio Grando – Asset Planning
Sokol Aliko – Asset Planning
Melissa Osborne – Asset Planning
Tom Graziano – Facilities Resource
Leslie Prieur – Administrative Support

Regrets:

Dana Paladino – Risk Resource
Alex Vucinic – Purchasing Manager
Tony Ardovini – Finance Resource

Consultants:

Dan Amicone – Architectura Inc.
Carmen Brunone – Architectura Inc.
Chei-Wei Tai – Moriyama Teshima Architects

Gladys Cheung – Moriyama Teshima Architects
Dave Thompson – EXP Services Inc.

1. Approval of Previous Minutes/Action Items (November 18, 2014)

Wadah states that he met with Enwin regarding relocation of the existing transformer/hydro switch between 350 & 400 CHS. There are four options to consider. Three of these options are new and he is waiting on pricing for each of them. The fourth offer suggests status quo with the transformer/hydro switch remaining in its present location but having it shielded by landscaping. This item will be added to the issues list for follow up. **COMPLETE**

New City Hall Executive Committee minutes dated November 18, 2014 have been approved.

2. Presentation Green Energy/Feature Workshop

The workshop is scheduled for December 10, 2014 from 4 to 7 pm. The purpose of the workshop is to show the public the energy efficiency initiatives being proposed as well as to solicit comments from the public.

Wadah states they would like comments on the presentation by Friday December 5, 2014 in order to make the final preparations for the workshop.

The consultants review the presentation for the committee. Below are some suggestions made by the committee to add to the presentation:

- Include savings over long term (pay back)
- Mention ratings are out of 5
- State life style costing and explain operational benefit
- Add slide stating that HVAC system will exceed code requirements
- Show where each item is located in the building
- Highlight human health benefit
- Include option for indoor plants rather than a green wall
- Include option for operating windows
- Add slide at end of presentation stating that provisional items will be reviewed for cost/benefits.
- Add electric vehicle charging system (at least infrastructure so that it could be added at a later date)
- Add solar panels as provisional
- Note that we are not considering waterless fixtures

- State that all floors will have water fountains with bottle fillers.

Elevation

The consultants are proposing a reduction in glazing around the building and solar shades. Various Committee members voiced concerns with the updated rendering noting it has substantially changed from the approved concept. The consensus was to direct the consultants to go back and use their creativity to move the design to reflect more closely the original concept approved by council (especially the north view).

Council Chambers

The consultants review their proposal for Council Chambers. Administration will review and give their updates to the consultants by December 12, 2014.

As the meeting ran long, the rest of the agenda was put over until the next meeting

The next meeting of the New City Hall Executive Committee will be **January 13, 2015 at 1:00 pm. in the Walkerville Room.**

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri

NEW CITY HALL EXECUTIVE COMMITTEE

Minutes

January 13, 2015

Walkerville Room, 350 City Hall Square

In Attendance:

Executive

Committee:

Mario Sonego – Project Sponsor/Chair – City Engineer
Valerie Critchley – Co-Sponsor/Deputy Chair - City Clerk
Shelby Askin Hagar – City Solicitor
Harry Turnbull – Executive Director of Information
Onorio Colucci – City Treasurer
Thom Hunt – City Planner
France Isabelle-Tunks – Senior Manager of Development & Geomatics

Regrets:

Helga Reidel – Chief Administrative Officer

Working

Team:

Wadah Al-Yassiri – Project Administrator
Dave Soave – Project Accountant
Jill Braidon – Communications Resource
Jason Moore – Communications Resource
Neil Robertson – Planning Resource
Tom Graziano – Facilities Resource
Earl Larkin – IT Resource
Leslie Prieur – Administrative Support

Regrets:

Dana Paladino – Risk Resource
Alex Vucinic – Purchasing Manager
Tony Ardochini – Finance Resource

1. Approval of Previous Minutes/Action Items (December 4, 2014)

New City Hall Executive Committee minutes dated December 4, 2014 have been approved.

2. Project Update

Wadah Al-Yassiri reviews the Project Update. He notes that he continues to work with the consultants and various departments on adjacencies and customer service counters.

Work is continuing with the consultants and District Energy regarding new City Hall requirements. The City will participate in finalizing the agreement for the existing and future City Hall.

Wadah together with Facilities is investigating options/cost to relocate the steam pipe and heat system for the existing City Hall during construction of the new building.

The New City Hall Executive Committee accepts the Project Update.

3. Financial Update

David Soave reviews the financial update.

The New City Hall Executive Committee accepts the Project Update.

4. Review Facade and Floor Plan

a. Facade

The Committee reviews the updated facade.

The New City Hall Executive Committee approves this facade design and asks the consultant to provide a colour rendering for City Council.

b. Floor Plan

There is a meeting at 4:00 p.m. today with the CAO to review the proposed floor plan. Once consensus is reached, we must determine next steps and how best to communicate this information to staff.

Wadah notes that Onorio Colucci and the supervisor at Asset Planning have agreed to move into the new City Hall at 350 City Hall Sq. The management team of By-law Enforcement has agreed to move to 400 City Hall Sq. This will be reflected in the floor plans and the CAO will be updated.

The Executive Committee reviews four options for future growth of the new City Hall. Expanding out on the east side of the building seems to be the most viable option. After some discussion, Wadah will ask the consultant for costs associated with building in possible future expansion to the current design.

(Action: W. Al-Yassiri)

5. Issues List

Wadah notes that has amended the target date for Council approval of design rendering/features to February-March 2015. This should not affect the schedule.

Wadah advises he is working Sergio Grando regarding using District Energy vs. conventional energy.

6. Steering Committee Meeting

The Executive Committee determines that the next Steering Committee meeting should be scheduled in February. This will allow the Steering Committee to review the design rendering/features before they go before Council in mid March.

(Action: W. Al-Yassiri)

The next meeting of the New City Hall Executive Committee will be **February 17, 2015 at 1:00 pm. in the Walkerville Room.**

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri