

## **New City Hall Project Steering Committee Meeting held May 15, 2019**

A meeting of the New City Hall Project Steering Committee is held this day commencing at 1:30 o'clock p.m. in Room 204, 350 City Hall Square West, there being present the following members:

Mayor Drew Dilkens, Chair  
Councillor Fred Francis  
Councillor Jo-Anne Gignac  
Councillor Jim Morrison  
Councillor Ed Sleiman

### ***Also present are the following resource personnel:***

Wadah Al-Yassiri, Project Administrator  
Tony Ardochini, Deputy Treasurer Financial Planning  
Valerie Critchley, City Clerk  
Jill Braido, Corporate Marketing & Communications Officer  
Tom Graziano, Senior Manager Facilities  
Cathy Masterson, Manager Cultural Affairs  
Neil Robertson, Manager Urban Design  
Dave Soave, Manager Operating Budget Development & Financial Administration  
France Isabelle Tunks, Senior Manager Development Projects  
Mark Winterton, City Engineer  
Karen Kadour, Committee Coordinator

### **1. Call to Order**

The Committee Coordinator calls the meeting to order at 1:30 o'clock p.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

### **Election of Chair**

The Committee Coordinator calls for nominations from the floor for the position of Chair. Councillor Francis nominates Mayor Dilkens, seconded by Councillor Sleiman. The Committee Coordinator asks if there are further nominations from the floor for the position of Chair. Seeing none, the Committee Coordinator asks Mayor Dilkens if he accepts. Mayor Dilkens accepts and assumes the Chair.

Moved by Councillor Francis, seconded by Councillor Sleiman,  
That Mayor Dilkens **BE ELECTED** Chair of the New City Hall Project Steering  
Committee – Demolition Project.  
Carried.

**2. Declaration of Conflict**

None disclosed.

**3. Adoption of the Minutes**

Moved by Councillor Francis, seconded by Councillor Gignac,  
That the minutes of the New City Hall Project Steering Committee of its meeting  
held July 25, 2018 **BE ADOPTED** as presented.  
Carried.

**4. Business Items**

**4.1 Project Update**

Moved by Councillor Francis, seconded by J. Gignac,  
That the report of the Project Administrator dated May 7, 2019 entitled “Demolition  
of Old City Hall – Project Update, May 2019” **BE RECEIVED**.  
Carried.

**4.2 Financial Summary Update**

In response to a question asked by Councillor Francis relating to the increase in  
the overall demolition cost resulting in a deficit of approximately \$900,000 and will the  
allocation of money affect the furniture, equipment, project contingency, demolition costs  
and interim financing, W. Al-Yassiri responds these items will not be affected.

Moved by Councillor Francis, seconded by Councillor Sleiman,  
That the report of the Manager Operating Budget Development & Financial  
Administration dated May 15, 2019 **BE APPROVED**.  
Carried.

**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 of its meetings held August 1, 2018, October 2, 2018, November 6, 2018, December 4, 2018 and March 11, 2019 **BE RECEIVED**.  
Carried.

**6. Other Business**

W. Al-Yassiri reports the civic plaza improvements and related landscaping component will be a separate project.

In response to a question asked by Councillor Morrison relating to electronic voting in the Council Chambers, V. Critchley responds this issue will be brought forward in future meetings.

**7. Date of Next Meeting**

The next meeting will be at the call of the Chair.

**8. Adjournment**

There being no further business, the meeting is adjourned at 1:39 o'clock p.m.

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**CHAIR**

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**COMMITTEE COORDINATOR**

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."*

Author's Name: Wadah Al-Yassiri	Report Date: December 5, 2019
Author's Phone: 519-255-6100 ext. 6494	Date to Steering Committee: December 16, 2019
Author's E-mail: <a href="mailto:walyassiri@city.windsor.on.ca">walyassiri@city.windsor.on.ca</a>	

To: Steering Committee – New City Hall Project

Subject: Demolition of Old City Hall - Project Update, December 2019

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.

On January 2, 2019 the CAO APPROVED 178-18, RFT, Old City Hall Building- Demolition Contractor, to Budget Environmental Inc. for the provision of demolition and abatement work for the Old City Hall building, to the amount of \$1,948,500.00 (plus HST); and;

THAT the CAO and City Clerk BE AUTHORIZED to execute an agreement with the lowest compliant bidder, Budget Environmental Inc. for the demolition and abatement work for the Old City Hall building, satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the City Engineer, with costs to be charged to project chartfield 007-5410-7P14-02942-7115001.

**Consulting Services**

- DST Consulting Engineers

**Demolition Contract**

- General Contractor: Budget Environmental Inc.
- Abatement Sub-Contractor: Omega Demolition Services Inc.

### Overall Project Milestones:

Milestones	Target Dates	Comments
1. New City Hall Construction	June 2016 – April 2018	Complete
2. New City Hall Occupancy	May 2018	Complete
3. Decommission and Demolition of Old City Hall building:  1) Consulting Service (DST) 2) DSS work 3) Demolition Tender 4) Demolition work (Budget)	April – Nov. 2019 Sep. 2018 Oct. / Nov. 2018 Jan. – Nov. 2019	Complete Complete Complete Complete
NOTE Civic Plaza and Esplanade Improvement including connecting canopy between NCH & 400 CHS	Design to start in the year 2020	Not In Scope above, part of a new project

### Demolition OCH

The demolition work of Old City Hall is complete and the project is on maintenance.

The demolition goal was to achieve 85% waste diversion of non-hazardous material from the landfill. The final results achieved was 96.5% as outlined below.



Waste Audit  
City of Windsor  
350 City Hall Square, Windsor  
Job Number: 2108

Item	Material	Estimated Quantity	Actual Quantity
1	C&D Waste	500	283
2	Rubble	2200	1738
3	Non-Ferrous	15	24.86
4	Ferrous	750	1155.27
5	Crushed Concrete	4900	5100

Total Waste Produced	8301.13
Total Quantity to Landfill	283
Total Diverted from Landfill	8018.13
% Waste Diverted	96.5%

\* Quantities measured in Ton

C & D Waste: All Construction & Demolition Waste was disposed of at the local landfill (non-hazardous material such as insulation, singles, roofing material, asphalt, drywall, debris of glass and wood, etc.).

Rubble: The brick rubble material was used as recycled material for road base.

Non-Ferrous material: All non-ferrous material is sorted/processed in a scrap salvage facility and is diverted from landfills. The material is resold to consumers who use it as feedstock in the melting process to be recycled into raw materials (wiring and cables).

Ferrous material: All ferrous material is sorted/processed in a scrap salvage facility and is diverted from landfills. The material is resold to consumers who use it as feedstock in the melting process to be recycled into raw materials (structural steel and framing members).

Crushed Concrete: All concrete material from the structure of the OCH building was processed onsite, crushed and used as backfill material for the excavation.

Overall the demolition phase of the project was successfully completed with minimal disruption, within a reasonable timeframe and on budget.

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

There are no significant risks in approving this report.

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

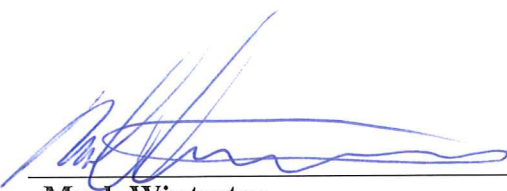

Financial Matters are subject of a separate report.

#### **6. CONSULTATIONS:**

DST Consulting Engineers Inc.  
Budget Environmental Inc.  
NCH Executive Committee

#### **7. CONCLUSION:**

The New City Hall build and Old City Hall demolition project is fully complete on schedule and under budget in accordance with the Executive and Steering Committee's approvals.

  
**Wadah Al-Yassiri**  
Project Administrator  
**France Isabelle-Tunks**  
Senior Manager of Engineering / 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 / SP**

**APPENDICES:**

**DEPARTMENTS/OTHERS CONSULTED:**

**Name:**

**Phone #: 519**      **ext.**

NOTIFICATION ;				
Name	Address	Email Address	Telephone	FAX
DST Consulting Engineers Inc.	203 - 2150 Thurston Drive Ottawa ON, K1G 5T9	<a href="mailto:gthomas@dstgroup.com">gthomas@dstgroup.com</a> OR <a href="mailto:anaoum@dstgroup.com">anaoum@dstgroup.com</a>	1.613.720.6276 OR 1.613.294.2280	1.888.979.6772
Budget Environmental Inc.	375 Gage Ave N, Hamilton, ON, L8L 7B1	<a href="mailto:kyle@budgetdemolition.ca">kyle@budgetdemolition.ca</a> OR <a href="mailto:jodi@budgetdemolition.ca">jodi@budgetdemolition.ca</a>	1.905.541.7368 OR 1.289.253.4114	1.289.769.0516

## **Subject: Demolition of Old City Hall Financial Summary Update**

### **Reference:**

Date to Committee: December 16, 2019

Author: David Soave

Manager, Operating Budget Development & Financial Administration

519-255-6110 ext 1911

dsoave@citywindsor.ca

Financial Planning

Report Date: December 9, 2019

Clerk's File #:

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

### **RECOMMENDATION:**

THAT the New City Hall Steering Committee **RECEIVE** for information the financial summary and preliminary estimated project variance for the New City Hall as at November 28, 2019.

THAT the New City Hall Steering Committee **APPROVE** the changes in budget allocations as outlined in this report, which have a net zero impact on the overall budget.

### **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.

Resolution	Amount	Description
M95/2011	\$12,000,000	Transfer from ISF surplus.
B5/2013	\$4,750,000	Transfer from Capital Project surplus funds.
B26/2013	\$18,000,000	Transfer from 2013 Approved Capital Budget.
M222-2015	\$4,450,000	Transfer from 2016 Approved Capital Budget.
CR161/2015	\$4,400,000	Transfer from 2016 Approved Capital Budget.
CR130/2016	\$337,000	Transfer from Capital Project – Civic Esplanade.
<b>Total</b>	<b>\$43,937,000</b>	

### **DISCUSSION:**

As of November 28, 2019, the project has incurred expenditures of **\$41,632,790**. A full list of budgeted line items and corresponding expenditures is included below in **Table A: 350 CITY HALL SQUARE – FINANCIAL SUMMARY as at November 28, 2019**.



## RISK ANALYSIS:

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

## FINANCIAL MATTERS:

Project-to-date expenditures totalling **\$41,632,790** (as at November 28, 2019) are summarized in the table below along with a preliminary projected surplus, estimated to be approximately **\$1,174,000**.

**Table A: 350 CITY HALL SQUARE – FINANCIAL SUMMARY as at November 13, 2019**

<i>Line-Item Description</i>	<i>Budget (10-11-19)</i>	<i>Actuals</i>	<i>Variance</i>	<i>Estimated Project Total</i>	<i>Estimated Project Variance</i>
<b><u>Design / Permit / Administration:</u></b>					
1 Consultants	\$2,206,468	\$2,179,160	\$27,308	\$2,206,468	\$0
2 Project Management Costs	\$486,281	\$486,281	\$0	\$486,281	\$0
3 Permits (Building, SPC, etc.)	\$147,000	\$200,492	(\$53,492)	\$200,492	(\$53,492)
4 Geotechnical Report	\$75,000	\$74,628	\$372	\$74,628	\$372
5 Advertising (Procurement)	\$5,000	\$4,906	\$94	\$4,906	\$94
<b>Sub-Total</b>	<b>\$2,919,749</b>	<b>\$2,945,467</b>	<b>(\$25,718)</b>	<b>\$2,972,775</b>	<b>(\$53,026)</b>
<b><u>Construction:</u></b>					
6 Base Building	\$30,201,137	\$30,201,039	\$98	\$30,201,039	\$98
7 Relocation of Hydro Transformer	\$687,000	\$452,422	\$234,578	\$452,422	\$234,578
8 Connecting Canopy	\$210,000	\$0	\$210,000	\$210,000	\$0
<b>Sub-Total</b>	<b>\$31,098,137</b>	<b>\$30,653,461</b>	<b>\$444,676</b>	<b>\$30,863,461</b>	<b>\$234,676</b>
<b><u>Furniture:</u></b>					
9 Furniture, Equip. & Fit-Up	\$1,570,000	\$1,409,121	\$160,879	\$1,570,000	\$0
<b>Sub-Total</b>	<b>\$1,570,000</b>	<b>\$1,409,121</b>	<b>\$160,879</b>	<b>\$1,570,000</b>	<b>\$0</b>
<b><u>Miscellaneous:</u></b>					
10 Project Contingency	\$4,174,415	\$3,200,939	\$973,476	\$3,337,771	\$836,644
11 Demolition Costs	\$3,400,000	\$2,928,452	\$471,548	\$3,400,000	\$0
12 Interim Financing	\$114,343	\$34,094	\$80,249	\$44,094	\$70,249
13 Parking	\$220,000	\$79,401	\$140,599	\$179,401	\$40,599
14 External Legal Costs	\$12,856	\$12,856	\$0	\$12,856	\$0
15 Public Art/Communications/Events	\$150,000	\$139,842	\$10,158	\$150,000	\$0
16 Moving Costs	\$157,500	\$113,136	\$44,364	\$113,136	\$44,364
17 Internal PM Costs	\$120,000	\$116,021	\$3,979	\$120,000	\$0
<b>Sub-Total</b>	<b>\$8,349,114</b>	<b>\$6,624,741</b>	<b>\$1,724,373</b>	<b>\$7,357,258</b>	<b>\$991,856</b>
<b>Total</b>	<b>\$43,937,000</b>	<b>\$41,632,790</b>	<b>\$2,304,210</b>	<b>\$42,763,494</b>	<b>\$1,173,506</b>

1. **Consultants:** No anticipated variance.
2. **Project Management Costs:** No anticipated variance.
3. **Permits (Building, SPC, etc.):** The budget for permits related to this project has exceeded the budget by (\$53,492); however, this additional expenditure amount will be fully offset by internal recoveries.
4. **Geotechnical Report:** No anticipated variance.
5. **Advertising (Procurement):** No anticipated variance.
6. **Base Building:** No anticipated variance.
7. **Relocation of Hydro Transformer:** An anticipated surplus of approximately \$235,000 is anticipated in this line item.
8. **Connecting Canopy:** No anticipated variance.
9. **Furniture, Equipment & Fit-Up:** No anticipated variance.
10. **Project Contingency:** The Project Contingency has been utilized to offset several change-orders to date, as can be anticipated with a project of this magnitude. A surplus of approximately \$837,000 is anticipated in this line-item.
11. **Demolition Costs:** No anticipated variance.
12. **Interim Financing:** A surplus of approximately \$70,000 is anticipated.
13. **Parking:** A surplus of approximately \$41,000 is anticipated.
14. **External Legal Costs:** No anticipated variance.
15. **Public Art / Communications / Events:** No anticipated variance.
16. **Moving Costs:** A surplus of approximately \$44,000 is anticipated.
17. **Internal Project Management Costs:** No anticipated variance.

### **Budget Allocation Recommendation:**

Included in the table below are changes in budget allocations recommended to better reflect the project.

	<b>Recommended Budget Allocation</b>	<b>Previous Budget Allocation</b>	<b>Change in Budget Allocations</b>
10. Project Contingency	\$4,174,415	\$3,437,771	\$736,644
11. Demolition Costs	\$3,400,000	\$3,549,500	(\$149,500)
13. Parking	\$220,000	\$420,000	(\$200,000)
14. External Legal Costs	\$12,856	\$300,000	(\$287,144)
15. Public Relations / Art / Communication Events	\$150,000	\$250,000	(\$100,000)
<b>Total Budget Impact</b>	<b>\$7,957,271</b>	<b>\$7,957,271</b>	<b>\$0</b>

The above changes have a net zero dollar impact on the overall budget.

### **CONSULTATIONS:**

N/A

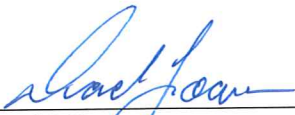
### **PLANNING ACT MATTERS:**

N/A

### **CONCLUSION:**

Included in this report are the budgeted line items, corresponding expenditures and estimated variances relating to the New City Hall / Demolition of Old City Hall Project. These budget projections are provided to the New City Hall Steering Committee for information purposes. As at November 28, 2019, the project to construct a New City Hall and demolish the Old City Hall is coming to a conclusion and is estimated to be under budget by approximately \$1,174,000.

## APPROVALS:



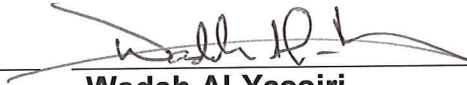
**David Soave**  
Manager, Operating Budget  
Development & Financial Administration



**Onorio Colucci**  
Chief Administrative Officer



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



**Wadah Al-Yassiri**  
Project Administrator

## NOTIFICATIONS:

Name	Address	Email

**Appendices: N/A**

**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:</b> France Isabelle-Tunks	<b>Report Date:</b> December 6, 2019
<b>Author's Phone:</b> (519) 255-6100 ext. 6402	<b>Date to Steering Committee:</b> December 16, 2019
<b>Author's E-mail:</b> <a href="mailto:ftunks@citywindsor.ca">ftunks@citywindsor.ca</a>	

**To:** New City Hall Steering Committee

**Subject:** New City Hall Expansion Space – 3<sup>rd</sup> Floor Space Needs Business Case

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

**THAT** the New City Hall Steering Committee **APPROVE** the expenditure of \$ 880,000 to complete renovations and fit up required to accommodate the additional staff complement and consolidation of departments within the 3<sup>rd</sup> floor expansion space of the New City Hall using the project surplus funds.

**EXECUTIVE SUMMARY**

N/A

**2. BACKGROUND**

On January 27, 2014, Council approved the design and construction of a New City Hall. A space needs study completed by NORR Limited in 2013 was the basis for the design.

In August 2015, Council considered a report regarding New City Hall Expansion Space (#17867 APM/9120). The report outlined new information regarding staff locations and anticipated future resources. The project goal was to centralize Development Services with *"the desire to have Transportation Planning located more closely with the Planning and Building Department and overall development services, for more efficient customer convenience"*. Further, for efficiency and cross training, it was also identified that *"it would be ideal if all of Engineering is within City Hall"*. City Council subsequently approved the addition of one and one-half-column spans for future growth for the New City Hall facility. This vacant space provides future growth space on each of the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floors (approximately 4,000 s.f. on each floor).

Full centralization did not take place in 2015 since the departments' allocated space would not accommodate without encroaching within the newly approved expansion space. The project budget only

had approval to construct the expansion space and did not include the fit up cost to occupy the newly added vacant space.

Since 2015, the City has seen growth in the development area as well as an increase in the number of capital projects due to Provincial/Federal funding.

This report outlines the updated 3<sup>rd</sup> floor staff complement and associated space needs within the New City Hall.

### **3. DISCUSSION**

The 3<sup>rd</sup> floor within the New City Hall (NCH) is home to the Planning & Building Services, and Engineering Departments. All of these departments are strongly connected to the economy of the building & development industry. As the overall economy of the City has improved since 2013, along with the recent success of various infrastructure grant applications, the staff complement (both temporary and permanent) has increased in order to meet the increased service demands.

In addition, since the NCH build, there has been various departmental restructuring, realignments and pilot projects affecting Engineering as well as Planning & Building Services. Many of these changes are driven by the need to better meet the rising demands of development services and the increase in the engineering services to deliver capital projects.

The following outlines the increase in staff complement (temporary and permanent) for each area.

#### **Planning & Building Services Department**

##### **Building Division**

The Building Division Inspections and Building By-law Officer Teams are located on the third Floor of City Hall. The Building By-Law Officer (BBO) program was introduced per resolution of Council in 2017 with recruitment and program launch in 2018. Currently this includes eight (8) new positions that were added after the programming for the New City Hall.

The BBO program is a two-year pilot project that added eight additional staff members. However, the program is proving to be highly successful and administration is bringing forward a report to Council for the program's continuation and permanency. Additionally, Building Division had thirteen (13) Building Inspectors at the time of the original programming for the New City Hall. Since that time, four (4) additional Inspectors have been added for a total of seventeen (17).

Between the four (4) added Inspectors, seven (7) added By-law Officers and one (1) By-law clerk, Building Division has added twelve (12) new staff to the third floor. These staff are currently accommodated by sharing cubicle space and occupying meeting rooms.

##### **Transportation Planning Division**

Over the past year, Transportation Planning has had a strategic re-alignment that merges core policy and planning functions into development by becoming part of the Planning and Building Department. This re-alignment moves five (5) staff positions into City Hall's third floor area that were formally located at 1266 McDougall. Further, City Council recently approved the addition of a position (Active Transportation Coordinator) which will require an accommodation on the third floor.

In total, Transportation Planning currently has five (5) staff housed in temporary cubicles in the third floor expansion space, with a sixth position slated for recruitment in early 2020. Additionally, a seventh accommodation on the third floor is required for an Executive Initiatives Coordinator (EIC) assisting with the Transportation Planning transition. This EIC position reports to the City Solicitor, but due to space constraints in the Legal Department, the position will be permanently housed with Planning & Building Department on the third floor of the New City Hall.

### Engineering Department

The Engineering Department has seen a significant emphasis on infrastructure projects over the past few years. The increase in capital projects is because of Provincial/Federal funding, as well as accelerated capital budgets. The need to increase technical resources was precipitated by the success of past funding programs and the introduction of new programs such as Clean Water Wastewater Funding (CWWF), Disaster Mitigation Adaptation Funding (DMAF), as well as increased infrastructure needs related to such projects as the Sewer Master Plan and the Mega-Hospital.

Further, various City programs have shown to be very successful and required additional resources. The Basement Flooding Protection Subsidy Program continues to be very popular with applications being received daily. This program along with the success of the capital funding programs noted above has resulted in the need to increase staff resources, both technical and administrative, through various additional permanent, temporary and contract positions.

Currently, all workstations on the 3<sup>rd</sup> floor are occupied with the additional conversion of the internal meeting room to house staff. There is no capacity for additional resources, which is expected in order to meet the contract obligations of the various funding programs as well as the growing capital program.

Recently, Council approved the conversion of two (2) temporary Engineer IIs and one (1) temporary Technologist III to permanent status. These three (3) positions were deemed vital to deliver ongoing capital program. The three position currently occupy the last of the vacant cubicles resulting in no flexibility in hiring any additional staff. The division has recently identified the need for up to two (2) additional temporary staff in order to meet the DMAF funding initiative. The existing work space cannot accommodate any additional staff. It is critical to ensure that vacant cubicles are available to meet future resource needs.

Furthermore, the recent retirement of the Senior Manager of Infrastructure & Geomatics has lead to the consolidation and restructuring of the Engineering Department. As a result, the two areas: Development, Projects & Right-of-way Division and the Infrastructure & Geomatics Division, have been consolidated into one portfolio under one senior manager. This manager currently occupies an office in the 400 building along with the Corporate Projects division. The goal of the restructuring was to improve project delivery, provide for flexibility and efficiency in resourcing staff. The success of the restructuring is contingent on the consolidation of all staff into one location. The staff complement located in the 400 Building is eleven (11) staff including the manager.

In order to provide the level of service expected to deliver the number of capital projects, the Engineering Department needs additional space to accommodate thirteen (13) staff on the 3<sup>rd</sup> floor.

It should be noted that the consolidation of the Engineering Department within the NCH provides potential future opportunities for leasing the 3,200sf of space that will become vacant within the 400 building.

As detailed above, the additional staff resources within each of the Departments has precipitated the need to expand the operating footprint within the 'Expansion Space' on the 3<sup>rd</sup> floor.

As a result, a floor plan has been developed to accommodate the needs of each department as shown on Schedule A. The project includes relocating some Planning & Building staff to balance the assignment of floor space between the two departments and renovating these areas to accommodate new configuration. The expansion area (4,300sf) plus the existing areas to be renovated (1,800sf) totals 6,100sf.

The scope of work includes;

1. Design services (HVAC, electrical, IT/security, & architectural),
2. Construction costs including staging/hoarding for works during operating hours and noisy work after hours.
3. Additional furniture and reconfiguration of existing furniture
4. Permit fees
5. 10% contingency

The NCH currently remains within the warrantee period from the general contractor. In order to preserve this, administration has reached out to the general contractor to provide a quote to complete the renovations. The overall project cost including design, construction, furniture, permits and contingency is estimated to be \$880,000. This cost translates to approximately \$145 per sf to complete the renovations and fit up and is deemed reasonable.

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

There is significant risks in not proceeding with the fit up of the 'Expansion Space'. Not proceeding will impede the capacity to provide the required resources to meet the current service levels. Further, it will limit the capacity to meet the various grant opportunities.

There is moderate risk that proceeding with this work will affect operations as the proximity of work is adjacent and in some cases within the existing office space. Measures will be taken to minimize work disruption with noisy work to be completed before or after working hours.

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

The NCH capital project ID #7115001 is reporting a project surplus of approximately \$1,100,000. The 3rd floor expansion work is estimated to cost approximately \$880,000 (plus applicable taxes) including design, construction and furniture. Therefore, there are sufficient funds within the project to complete the proposed works.

#### **6. CONSULTATIONS:**

New City Hall Project Executive Committee  
Thom Hunt, City Planner  
John Revell, Chief Building Official  
Dave Soave, Manager of Operating Budget  
Wadah Al-Yassiri, Project Administrator



## 7. CONCLUSION;

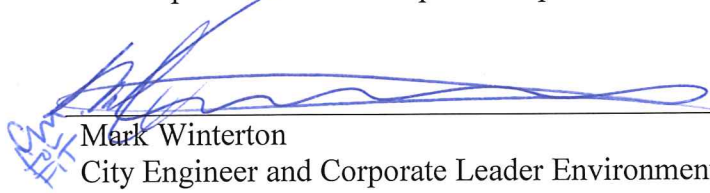
Over the past few years, the City of Windsor has experienced an economic upswing with the amount of construction in the region, which is expected to continue for some time. Further, a focus on flooding mitigation and infrastructure improvements has resulted in the need to better structure the Engineering Department to be able to accommodate the fluctuating demand of resources.


The Engineering and the Planning & Building Services Departments have adjusted resources to provide the level of service required and now require the accommodations to provide adequate workspace.

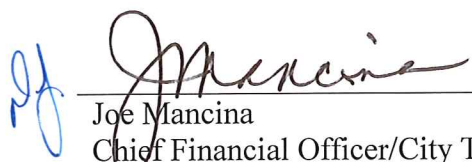
At the completion of the New City Hall project, the Corporation was to have a new community asset that features enhanced customer service, new council chambers, reduced operating costs per square foot, improved City Center image, and improved staff efficiencies. This project will be considered successful by the degree to which each feature is met.

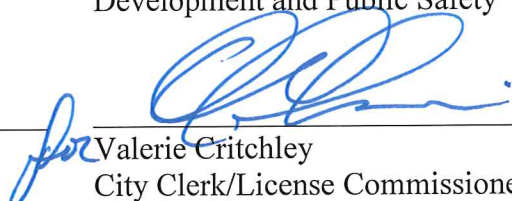
The last of these features, 'improved staff efficiencies' remains incomplete. It is recommended to complete the required renovations/fit-up of the 3<sup>rd</sup> floor Expansion Space in order to meet the goals and objectives of the overall project and meet the operating demands. There are sufficient surplus funds within the NCH project to complete this work.

Administration recommends the use of the NCH surplus funds be allocated to complete the renovations and fit up of the 3<sup>rd</sup> floor expansion space.

  
Mark Winterton  
City Engineer and Corporate Leader Environmental  
Protection and Transportation

  
Shelby Askin Hager,  
City Solicitor and Corporate Leader Economic  
Development and Public Safety

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

  
Valerie Critchley  
City Clerk/License Commissioner and  
Corporate Leader Public Engagement and  
Human Services

  
Onorio Colucci  
Chief Administrative Officer  
/sp

### APPENDICES; Schedule A – Floor Plan

### DEPARTMENTS/OTHERS CONSULTED;

Name;

Phone #; 519          ext.

### NOTIFICATION ;

Name	Address	Email Address	Telephone	FAX
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1st FLOOR

ADMINISTRATIVE SERVICES (101-110)

BUSINESS DEPT. (111-120)

RECEPTION (105)

STAIRS (102)

RESTROOM (103)

LANDSCAPE (104)

PARKING LOT (105)

**NEW CITY HALL  
EXECUTIVE COMMITTEE  
Minutes  
May 7, 2019  
350 City Hall Sq. W., Room 140**

**In Attendance:**

**Executive  
Committee:**

Mark Winterton – Project Sponsor/Chair – City Engineer  
Valerie Critchley – Co-Sponsor/Deputy Chair – City Clerk  
Joe Mancina – City Treasurer  
Thom Hunt – City Planner  
Harry Turnbull – Executive Director of Information  
France Isabelle-Tunks – Senior Manager of Development Projects & ROW  
Onorio Colucci – Chief Administrative Officer

**Regrets:** Shelby Askin Hager – City Solicitor

**Working  
Team:**

Wadah Al-Yassiri – Project Administrator  
Alex Vucinic – Purchasing Manager  
David Soave – Project Accountant  
Neil Robertson – Planning Resource  
Jill Braido – Communications Resource  
Lori Boston – Customer Service  
Tom Graziano – Facilities  
Earl Larking – IT Resource  
Leslie Prieur – Administrative Support

**Regrets:** Jason Moore – Communications Resource

**1. Approval of Minutes/Action Items (March 11, 2019)**

New City Hall Executive Committee meeting minutes dated March 11, 2019 are approved.

No action items from previous minutes.

## 2. Project Update

Wadah reviews the Project Update.

### Demolition - Old City Hall Site

- Fencing and hoarding have been installed around the site
- Signage and detours have been implemented
- All loose furniture removed from the old City Hall
- Precondition survey and vibration monitoring equipment implemented in five key buildings surrounding the demolition site. This is ongoing.
- Soft demolition of non ACM all Floors - Penthouse
- Set up of Type 2 enclosure all floors – Penthouse
- Type 3 Abatement – 3<sup>rd</sup>, 4<sup>th</sup> floor and Penthouse
- Pinchin Environmental is monitoring the outside air quality.

### Next Steps

- Type 3 Abatement – 2<sup>nd</sup>, 1<sup>st</sup> floor and basement.

Wadah explains that there will be additional costs for the abatement work. Once the drywall and ceiling were stripped, we discovered significantly more asbestos than indicated in the Golder report. Wadah notes that there is a provisional item in the contract in anticipation of this issue; however, the actual amount exceeded the provisional amount. As a result, the sub-contractor has agreed to a change order in the amount of \$855,999.90 to perform this work and it will take an additional 7 weeks to complete. There will also be additional costs for DST and project management fees. He notes that this is within the overall project budget and will be funded through reallocation of surplus funds. All work will be completed within MOE environmental standards. Wadah expects demolition to begin in June and completed end of October.

The Executive Committee asks Wadah and Dave Soave to review spending limits in the Project Charter and to prepare a report to advise the Steering Committee on this issue.

**(Action: W. Al-Yassiri/D. Soave)**

Wadah advises that there will be a cost increase for the connecting canopy. This is due to conflicts with District Energy lines. This construction is part of Phase 3 following the demolition. It is suggested that direction on this construction component be reaffirmed with the Steering Committee once we have more information. Thom Hunt suggests this

should be carried out in coordination with the Civic Plaza Design to ensure cohesive design. Thom will advise Adam Coates.

**(Action: T. Hunt & Wadah)**

The New City Hall Executive Committee accepts the Project Update.

### **3. Financial Update**

The financial report is reviewed.

The New City Hall Executive Committee accepts the Financial Update.

### **4. Issues List**

Wadah reviews the Issues List.

### **5. New Business**

No new business.

### **6. Next Meeting**

The next New City Hall Executive Committee meeting is August 6, 2019 at 1:00 pm in Meeting Room 140, 350 City Hall Square.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri

# **NEW CITY HALL EXECUTIVE COMMITTEE Minutes**

**October 11, 2019  
400 City Hall Sq. E., Room 406**

## **In Attendance:**

### **Executive Committee:**

Mark Winterton – Project Sponsor/Chair – City Engineer  
Wira Vendrasco for Shelby Askin Hager – City Solicitor  
Joe Mancina – City Treasurer  
Thom Hunt – City Planner  
France Isabelle-Tunks – Senior Manager of Development Projects & ROW  
Onorio Colucci – Chief Administrative Officer

**Regrets:** Valerie Critchley – Co-Sponsor/Deputy Chair – City Clerk

### **Working Team:**

Wadah Al-Yassiri – Project Administrator  
Alex Vucinic – Purchasing Manager  
David Soave – Project Accountant  
Jason Moore – Communications Resource  
Jill Braido – Communications Resource  
Josie Liburdi – Public Works  
Leslie Prieur – Administrative Support

**Regrets:** Earl Larking – IT Resource  
Neil Robertson – Planning Resource  
Lori Boston – Customer Service  
Tom Graziano – Facilities

## **1. Approval of Minutes/Action Items (May 7, 2019)**

New City Hall Executive Committee meeting minutes dated May 7, 2019 are approved.

### Action Item 1

The Executive Committee asks Wadah and Dave Soave to review spending limits in the Project Charter and to prepare a report to advise the Steering Committee on this issue.

**Complete**

### Action Item 2

Wadah advises that there will be a cost increase for the connecting canopy. This is due to conflicts with District Energy lines. This construction is part of Phase 3 following the demolition. It is suggested that direction on this construction component be reaffirmed with the Steering Committee once we have more information. Thom Hunt suggests this should be carried out in coordination with the Civic Plaza Design to ensure cohesive design. Thom will advise Adam Coates. **Complete**

## **2. Project Update**

Wadah reviews the Project Update.

### Demolition - Old City Hall Site

- Demolition of old City Hall structure is complete
- Removal of basement foundation walls and footings is complete
- Building 444 – Boiler House cleaning is complete
- Backfilling the basement void with granular material is complete
- Top soil and French drain is complete

### Next Steps

- Reinstate main sidewalks and the Mayor/Council parking lot.
- Install sod and asphalt pathway to connect the esplanade to the New City Hall.

Mark compliments all involved with the demolition. It went very well with few complaints. Wadah notes that ongoing communication with the surrounding neighbours helped in the success of the project.

Mark states that Planning should be aware of the area on the site containing the fill when developing the plans for the Civic Plaza. Wadah notes that this information will be readily available through the as-builts.

The New City Hall Executive Committee accepts the Project Update.

### 3. Financial Update

The financial report is reviewed.

Wadah notes that there are items under “Miscellaneous Costs” that have surpluses. He reviews each item and notes the surplus.

Moved by Joe Mancina, Seconded by Thom Hunt

THAT the surplus of \$736,644 as identified in the following items **BE MOVED** to the project contingency:

Parking	\$200,000
External Legal Costs (agreement)	\$287,144
Public Relation/Art Communications/Events	\$100,000
Demolition Costs	\$149,500

Carried.

Wadah proposes that the Connecting Canopy be moved from the New City Hall project into the Civic Design Project.

Moved by Wira Vendrasco, Seconded by Joe Mancina

THAT construction of the connecting canopy together with the \$500,000 allotted budget **BE MOVED** to the Civic Design Project.

Carried.

The New City Hall Executive Committee accepts the Financial Update.

### 4. Issues List

Carry forward to next meeting



## 5. New Business

### 1. OCH Demolition – Request for Change

Due to time constraints, this item was not reviewed.

### 2. Protection from Ice at Main Entrance Points

Wadah shows a presentation on the proposed solution to protect pedestrians from falling ice around the main entrances of the building.

Moved by Joe Mancina, seconded by Thom Hunt

That approval **BE GIVEN** for the purchase and installation of panels to protect identified 350 City Hall building entrances from falling ice at an upset limit of \$100,000 to be charged to the project contingency.

Carried.

### 3. Third Floor Expansion – Business Case (draft)

France reviews the draft Steering Committee report New City Hall Expansion Space – 3<sup>rd</sup> Floor Space Needs Business Case. After some discussion, the Executive Committee agrees that this should proceed through the 2020 Capital Budget requesting anticipated project surplus funds.

**(Action: F. Isabelle-Tunks)**

## 6. Next Meeting

The next New City Hall Executive Committee meeting is **December 3, 2019 at 1:30 pm 400 City Hall Square East, Suite 404B (Corporate Projects Meeting Room).**

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri