

KK/
Windsor, Ontario February 23, 2017

A meeting of the **New City Hall Project Steering Committee** is held this day commencing at 2:30 o'clock p.m. in the Walkerville Meeting Room, 3rd floor, City Hall, there being present the following members:

Mayor Drew Dilkens, Chair
Councillor Paul Borrelli
Councillor Jo-Anne Gignac
Councillor Hilary Payne
Councillor Ed Sleiman

Regrets received from:

Councillor Chris Holt

Also present are the following resource personnel:

Wadah Al-Yassiri, Project Administrator
Shelby Askin-Hager, City Solicitor
Jill Braidon, Corporate Marketing and Communications Officer
Onorio Colucci, CAO
Tom Hunt, City Planner
France Isabelle-Tunks, Senior Manager Development Projects
Cathy Masterson, Manager, Cultural Affairs
Jason Moore, Senior Manager Communications
Dave Soave, Project Accountant
Mark Winterton, City Engineer
Karen Kadour, Committee Coordinator

1. CALL TO ORDER

The Chair calls the meeting to order at 2:30 o'clock p.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. DECLARATIONS OF CONFLICT

None disclosed.

3. ADOPTION OF THE MINUTES

Moved by Councillor Gignac, seconded by Councillor Sleiman,
That the minutes of the New City Hall Project Steering Committee of its meeting held October 27, 2016 **BE ADOPTED** as presented.
Carried.

4. BUSINESS ITEMS

4.1 Project Update

Moved by Councillor Gignac, seconded by Councillor Sleiman,
That the report of the Project Administrator dated February 16, 2017 entitled "New City Hall – Project Update, February 2017" **BE RECEIVED**.
Carried.

4.2 Financial Summary Update

Moved by Councillor Payne, seconded by Councillor Gignac,
That the report of Project Accountant dated February 16, 2017 entitled "New City Hall Financial Summary Update" **BE RECEIVED**.
Carried.

In response to a question asked by Councillor Sleiman regarding public art within the new City Hall, W. Al-Yassiri responds he will liaise with the Manager of Cultural Affairs and will report back with the proposals.

5. NEW CITY HALL PROJECT EXECUTIVE COMMITTEE MINUTES

Moved by Councillor Gignac, seconded by Councillor Sleiman,
That the minutes of the New City Hall Project Executive Committee dated October 18, 2016 **BE RECEIVED**.
Carried.

6. OTHER BUSINESS

W. Al-Yassiri provides a time-lapse video of the construction of the New City Hall beginning in July 2016 to February 2017.

7. DATE OF NEXT MEETING

The next meeting will be held on Thursday, May 25, 2017 at 2:00 o'clock p.m. in the Walkerville Meeting Room.

8. ADJOURNMENT

There being no further business, the meeting is adjourned at 2:40 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR

AGENDA
of the
NEW CITY HALL PROJECT STEERING COMMITTEE
Thursday, February 23, 2017
2:30 o'clock p.m.
Meeting Room Walkerville, 3rd Floor - 350 City Hall Square E.

1. **CALL TO ORDER**
2. **DECLARATIONS OF CONFLICT**
3. **ADOPTION OF THE MINUTES**
Adoption of the minutes of the meeting held October 27, 2016 – **attached.**
4. **BUSINESS ITEMS**
 - 4.1 **Project Update**
Report of the Project Manager dated February 16, 2017 entitled "New City Hall – Project Update, February 2017" – **attached.**
 - 4.2 **Financial Summary Update**
Report dated February 16, 2017 entitled "New City Hall Financial Summary Update" – **attached.**
5. **NEW CITY HALL PROJECT EXECUTIVE COMMITTEE MINUTES**
Minutes of the New City Hall Project Executive Committee – **attached.**
Meeting date: October 18, 2016
6. **OTHER BUSINESS**
Time-lapse Video - NCH construction (July 2016 – February 2017)
7. **DATE OF NEXT MEETING**
The next meeting will be held on Thursday, May 25, 2017 at 2:00 p.m. in the Walkerville Meeting Room.
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."

Author's Name: Wadah Al-Yassiri	Report Date: May 15, 2017
Author's Phone: 519-255-6100 ext. 6494	Date to Steering Committee: May 25, 2017
Author's E-mail: walyassiri@city.windsor.on.ca	

To: Steering Committee – New City Hall Project

Subject: New City Hall - Project Update, May 2017

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

3. **DISCUSSION:**

Following the New City Hall Ground Breaking ceremony on June 2016, the overall project is well underway and remains on schedule.

The construction progress as of end of April 2017 is reflected in the following table;

Description	% Complete
CONCRETE & REBAR WORKS	78%
MASONRY WORKS	0%
METALS WORKS	86%
WOOD, PLASTICS AND COMPOSITES	0%
THERMAL AND MOISTURE PROTECTION	0%
OPENINGS, DOORS, HARDWARE & GLAZING	0%
FINISHES INCLUDING DRYWALL & FLOORING	0%
SPECIALTIES LIKE VISUAL DISPLAY, SIGNAGE, HIGH DENSITY FILLING SYSTEM AND SOLAR SHADING	3%
EQUIPMENTS	0%
FURNISHINGS	0%
CONVEYING EQUIPMENT	73%
SPRINKLER SYSTEM	0%
DISTRICT ENERGY	5%
MECHANICAL	5.2%
ELECTRICAL	6.4%
EARTHWORK	96%
CITY HALL SQ EAST STREETSCAPING	0%
GREEN ROOF	0%

In addition to construction of the building envelope, the following outlines the status of other related works that have been completed or are on-going;

- Underground work had been closely coordinated between the construction team, various City departments and municipal utilities (including Water, Electrical, District Energy supply etc...), to ensure smooth transitions for all services before/after construction (**on-going**)
- Relocation of hydro lines and Enwin transformer (**on-going**)
- Protection / relocation of fiber optic and communication lines that connect the existing 350 City Hall building to the 400 CHS and other facilities (**on-going**)
- Reviewing / transition of District Energy agreement for existing and New City Hall (**on-going**)
- Coordination with City Legal regarding the New City Hall Food Kiosk and issuing a Request For Expression of Interest "RFEI" to gauge interests (**Complete**)
- Establishing a Move Committee with representatives from various City departments (**on-going**)
- Confirming space needs with all City departments (**Confirmed**)

Overall Project Milestones:

Milestones	Target Dates	Completion Date
10. Construction Phase	June 2016 – Dec. 2017	Mobilized June 2016
11. Furniture & Fit-up	Jan. – March 2018	On schedule
12. Occupancy	May 2018	On schedule
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)

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 Architecttura Inc.
Oscar Construction Ltd.

7. CONCLUSION:

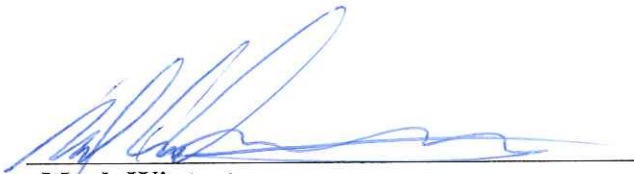
The project is proceeding on schedule and on budget in accordance with the Executive and Steering Committee's approvals.



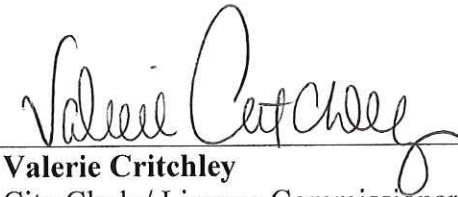
Wadah Al-Yassiri
Project Administrator



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	dnash@mtarch.com OR ctai@mtarch.com	416. 925.4484	416.925.4637
Architecttura Inc.	1361 Ouellette Ave., Suite 201, Windsor, Ontario N8X 1J6	dan@architecttura-inc.com OR carmen@architecttura-inc.com	519.258.1390	519.258.2921
Oscar Construction Ltd.	2025 Blackacre Drive P.O. Box 21, Oldcastle, ON N0R 1L0	oscarest@mnsi.net	519.737.0350	519.737.0355

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: May 15, 2017
Author's Name: David Soave	Date to Committee: May 25, 2017
Author's Phone: 519 255-6100 ext. 1911	Classification #:
Author's E-mail: dsoave@citywindsor.ca	

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 May 15, 2017.

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.

Resolution	Amount
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
Total	\$43,937,000

3. DISCUSSION:

As of May 15, 2017, the project has incurred expenditures of **\$11,482,210**. A full list of budgeted line items and corresponding expenditures as of May 15, 2017, 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 **\$11,482,210** are summarized as follows:

<i>Description</i>	<i>Amount</i>
<i>Design / Permit / Administration:</i>	
Consultants (Design/Commissioning)	\$1,423,902
Internal Project Management Costs	\$319,960
Permits (Building, SPC, etc.)	\$200,492
Geotechnical Report	\$73,100
Advertising (Procurement)	\$4,902
Sub-Total	\$2,022,356
<i>Construction:</i>	
Base Building	\$9,076,538
Relocation of Hydro Transformer	\$46,954
Sub-Total	\$9,123,492
<i>Furniture:</i>	
Furniture & Equipment	\$3,605
Sub-Total	\$3,605
<i>Miscellaneous:</i>	
Project Contingency	\$311,176
External Legal Costs	\$12,347
Public Art/Communications/Events	\$9,234
Sub-Total	\$332,757
Total	\$11,482,210

6. CONSULTATIONS:

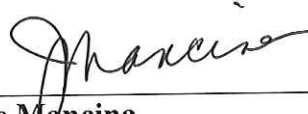
N/A

7. CONCLUSION:

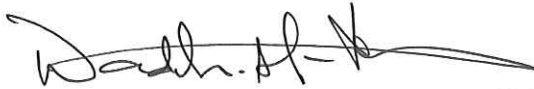
The comments within this report along with Appendix A: 350 City Hall Square Financial Summary Report, outlining the budgeted line items and corresponding expenditures are being provided to the New City Hall Steering Committee for information purposes. As at May 15, 2017 the project is progressing on 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

350 CITY HALL SQUARE - FINANCIAL SUMMARY REPORT as at May 15, 2017

Description	Approved Budget \$	Current Expenditures / Revenue	Estimated Future Expenditures / Revenue	Total Estimated Project Expenditures / Revenue	Variance Surplus / (Deficit)	
EXPENSES						
Design/Permit/Administration:						
Consultants(design/commissioning)	\$ 2,206,468	\$ 1,423,902	\$ 782,566	\$ 2,206,468	\$ -	NOTE 1
Internal PM Costs	\$ 486,281	\$ 319,960	\$ 166,321	\$ 486,281	\$ -	
Advertising(procurement)	5,000	\$ 4,902	\$ 98	\$ 5,000	\$ -	
Permits(building, SPC, etc.)	147,000	\$ 200,492	\$ -	\$ 200,492	\$ (53,492)	
Geotechnical Report	75,000	\$ 73,101	\$ 1,899	\$ 75,000	\$ -	
Subtotal Design/Permit/Administration	\$ 2,919,749	\$ 2,022,356	\$ 950,884	\$ 2,973,241	\$ (53,492)	
Construction:						
Base Building	\$ 30,201,137	\$ 9,076,538	\$ 21,124,599	\$ 30,201,137	\$ -	NOTE 2
Relocating Hydro transformer	687,000	46,954	640,046	\$ 687,000	\$ -	
Connecting Canopy	210,000	-	210,000	\$ 210,000	\$ -	
Subtotal Construction	\$ 31,098,137	\$ 9,123,492	\$ 21,974,645	\$ 31,098,137	\$ -	
Furniture						
Furniture & Equipment(assuming 275 staff)	\$ 1,670,000	\$ 3,605	\$ 1,666,395	\$ 1,670,000	\$ -	
Subtotal Furniture	\$ 1,670,000	\$ 3,605	\$ 1,666,395	\$ 1,670,000	\$ -	
Miscellaneous:						
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	12,347	287,653	300,000	\$ -	
Public Art/Communications/Events	250,000	9,234	240,766	250,000	\$ -	
Demolition Costs	2,649,500	-	2,649,500	2,649,500	\$ -	
Project Contingency	3,757,771	311,176	3,446,595	3,757,771	\$ (0)	
Subtotal Miscellaneous	\$ 8,249,114	\$ 332,757	\$ 7,916,357	\$ 8,249,114	\$ (0)	
TOTAL GROSS PROJECT COSTS PRIOR TO RECOVERIES	\$ 43,937,000	\$ 11,482,210	\$ 32,508,282	\$ 43,990,492	\$ (53,492)	
PROJECT REVENUE						
Building Permits	\$ 147,000	-	200,492	200,492	\$ 53,492	
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	\$ -	
NET CORPORATE RECOVERIES	\$ 609,000	\$ 150,000	\$ 512,492	\$ 662,492	\$ 53,492	
TOTAL CITY COSTS	\$ 43,328,000	\$ 11,332,210	\$ 31,995,790	\$ 43,328,000	\$ -	

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

**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: May 17, 2017
Author's Phone: 519-255-6100 ext. 6494	Date to Steering Committee: May 25, 2017
Author's E-mail: walyassiri@city.windsor.on.ca	

To: Steering Committee – New City Hall Project

Subject: New City Hall – Food Kiosk - Expression of Interest (EOI) Update

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

That the New City Hall Project Steering Committee provide **DIRECTION** regarding a proposed Food Kiosk to be located on the main floor of the New City Hall.

EXECUTIVE SUMMARY: N/A

2. BACKGROUND:

On October 27, 2016, the New City Hall Steering Committee directed Administration to proceed with "roughed-in" services regarding the NCH food kiosk as per the construction contract and to issue an Expression of Interest (EOI) to gauge interest in providing food services for the New City Hall.

3. DISCUSSION:

The Expression of Interest for the New City Hall food kiosk was advertised as the follows:

- Advertised in the Windsor Star on April 8, 2017.
- Faxed and emailed to the bidders list attached as Schedule A.
- Posted on the City's website, under bids and tenders.
- Advertised on the biddingo.com website which is a site that complies with the Agreement on Internal Trade requirements for electronic tendering.

Facts:

- 10 people pick up the EOI from the Biddingo.com site
- 4 picked up in person at the purchasing department.
- Email submissions were permitted.

The EOI closed May 8, 2017. One submission was received by the City's Purchasing department from the current operator of the food kiosk at 400 CHS. The submission confirms their willingness to participate in the process should the City proceed with the Request for Proposal. No details or proposed plans were provided by this proponent.

Since Administration received only a very general expression of interest from the current provider this would tend to support the initial position that two kiosks are not needed. At the outset, Administration received some feedback that indicated that only one vendor could be supported within the 400 City Hall and the New City Hall campuses, and this result has shown that to be the case, at least at this time.

4. RISK ANALYSIS:

There are no significant or critical risks associated with this matter.

The financial risk associated with proceeding with a food kiosk at a later date is low because the services will be "roughed-in" as part of the NCH building.

There is a moderate-high risk that if a second kiosk is opened within the NCH, that eventually one would be closed, due to the high probability of higher operating costs and no substantive increase in revenue. This was the case when food services operated in both existing 350 City Hall and 400 CHS.

5. FINANCIAL MATTERS:

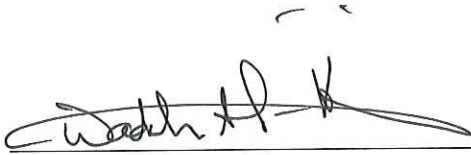
There is no financial impact.

6. CONSULTATIONS:

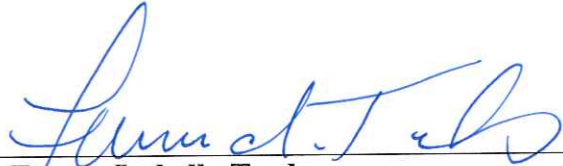
Frank Scarfone, Manager, Real Estate Services
Project Executive Committee members
Alex Vucinic, Purchasing Manager

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.



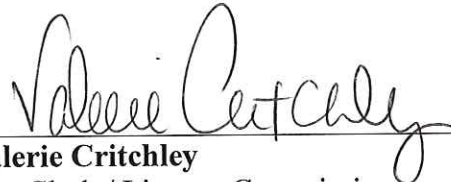
Wadah Al-Yassiri
Project Administrator



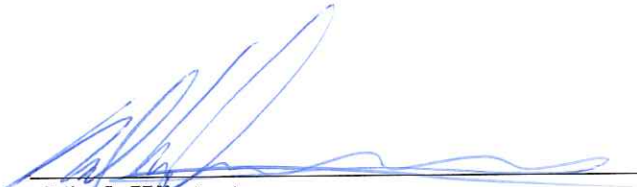
France Isabelle-Tunks
Senior Manager of Development, Projects &
ROW / Deputy City Engineer



Shelby Askin Hager
City Solicitor



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



Mark Winterton
City Engineer and Corporate Leader
Environmental Protection and Transportation
Project Sponsor, New City Hall Project
WAY/lp

APPENDICES:

DEPARTMENTS/OTHERS CONSULTED:

Name:

Phone #: 519 ext.

NOTIFICATION ;

Name	Address	Email Address	Telephone	FAX

NEW CITY HALL EXECUTIVE COMMITTEE

Minutes

February 14, 2017

350 City Hall Sq. E., Walkerville Room

In Attendance:

Executive

Committee:

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

Regrets:

Shelby Askin Hager – City Solicitor

Working

Team:

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

Regrets:

Alex Vucinic – Purchasing Manager
Jill Braido – Communications Resource
Rosanna Pellerito – Risk Resource

1. Approval of Minutes/Action Items (October 18, 2016)

New City Hall Executive Committee meeting minutes dated October 18, 2016 are approved.

Action Item 1

Wadah advises he has had preliminary discussions with Legal regarding the food kiosk on the main floor of New City Hall. He indicates that the City's Lease Administrator did not think there was a business case to have two food kiosks on City Hall Campus. He asks the committee if the dedicated space for a food kiosk is still desired. The committee states a preference for two food kiosks (the current one at 400 CHS and one at the new city hall). Discussion ensued regarding a possible RFP/RFEI to explore the interest from service providers. The committee recommended the issue be brought to the Steering Committee for direction. The Steering Committee meeting is scheduled for October 27, 2016. Wadah states that a decision will be required by early- 2017 if a redesign of the space is preferred.

*This will be dealt with in the Project Update. **Complete***

2. Project Update

Wadah reviews the Project Update.

Construction is ongoing. Project is on schedule.

A Construction Progress Table dated January, 2017 is included in the project update for reference.

The camera capturing the construction of the New City Hall construction site is up and running.

The New City Hall Executive Committee accepts the Project Update.

3. Financial Update

Dave Soave reviews the financial report. He indicates that the project is over budget on permit fees due to an increase in fees from 2013 rates. This will be offset by revenue recovery.

Wadah reviews the Contingency Summary. There is \$3,468,628.67 remaining in contingency.

The New City Hall Executive Committee accepts the Financial Update.

4. Issues List

Wadah reviews the Issues List. He notes that we received the first draft of the new agreement with District Energy in January, 2017. It is currently being reviewed.

Wadah and Jason Moore met with the Free Masons regarding the relocation of the cornerstones to the New City Hall. The meeting went well and there were no issues brought forward.

Legal will send out an RFEI regarding food kiosk on the main floor of New City Hall. Once results are known, they will be brought back to the Executive and Steering Committees.

Initial meeting of the Move Committee is expected to start in March 2017.

5. New Business

New City Hall Future Space Needs Memo

Wadah reviews the Space Needs Update Memo. He notes that he has met with senior managers to reaffirm their space needs in the New City Hall. The 2017 budget has resulted in approvals for additional staff. The necessary adjustments can be accommodated within the current floor plan within the original contract through a change order. The exact amount of the change order will be reported to the Executive Committee for approval once known.

Additional concerns were raised regarding the floor plan for the third floor. There is a lack of future growth options in the Engineering & Geomatics area. Thom Hunt suggests that the floor plan could be reworked now to reorient the layout to accommodate future space needs. Wadah advises that this would require redesign costs and impact the schedule. The cost estimate for the redesign and construct is \$250,000 to \$500,000 dependant on the scope of the extra work. Wadah advises that under the current plan each department has 1-2 additional spaces when the New City Hall is complete.

It is noted that a Corporate Space Needs Study is underway and may result in additional changes in 2018.

The New City Hall Executive Committee agrees to note and file this memo.

Wadah shows a time lapse presentation from the project cameras capturing the construction from July 2016 to January 2017. Councillor Payne requested this be presented to the Steering Committee on February 23, 2017. Wadah will shorten the video to 5-6 minutes.

6. Next Meeting

The next New City Hall Executive Committee meeting is March 7, 2017 at 1:00 pm in the Walkerville Room, 350 City Hall Square.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri

NEW CITY HALL EXECUTIVE COMMITTEE

Minutes

April 4, 2017

350 City Hall Sq. E., Walkerville Room

In Attendance:

Executive

Committee:

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

Regrets:

Thom Hunt – City Planner

Working

Team:

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

Regrets:

Rosanna Pellerito– Risk Resource

1. Approval of Minutes/Action Items (February 14, 2017)

New City Hall Executive Committee meeting minutes dated February 14, 2017 are approved.

There were no action items arising from these minutes.

2. Project Update

Wadah reviews the Project Update.

Construction is ongoing. Project is on schedule.

A Construction Progress Table dated March, 2017 is included in the project update for reference.

Additional concrete debris and poor soil conditions have been identified on the west side of the site. There is an existing tunnel that went between the former court house and the police station. Wadah advises this has no impact on the project but will have a cost associated with cleaning the concrete debris and poor soil conditions.

The commissioning agent is more involved now as the building gets closer to being closed in.

IT is involved with IT requirements for the building and particularly Council Chambers.

The New City Hall Executive Committee accepts the Project Update.

3. Financial Update

Dave Soave reviews the financial report.

There is \$3,413,018.47 remaining in contingency.

The New City Hall Executive Committee accepts the Financial Update.

4. Issues List

Wadah reviews the Issues List.

Tom Graziano expects to receive copies of the proposed rates for the District Energy Agreement. He hopes to have the agreement finalized by August, 2017.

Wadah advises the cornerstones will be relocated to the north east corner wall of Council Chambers. The relocation ceremony will be held in the fall.

France Isabelle-Tunks notes that the initial meeting of the Move Committee was productive. The Move Committee will meet next month to prepare a proposed schedule of the move. Mike Cholubko will be added to the Move Committee to replace Norm Synnott.

The Expansion area – space needs review is complete.

Shelby Askin Hager states that a draft expression of interest for food kiosk on the main floor of the New City Hall will be advertised on April 8th. She will report back to the committee on the results.

Alex Vucinic inquires how obsolete furniture and equipment from 350 City Hall Sq will be handled. First steps include identifying what is moving to the new building and what is not and completing an inventory of all items. Then a plan must be developed to sell off or dispose of obsolete furniture and equipment. France will invite Alex to the next Move Committee meeting. This item will be tracked on the issues list.

(Action: F. Isabelle-Tunks/W. Al-Yassiri)

The grand opening of the building will be added to the issues list.

(Action: W. Al-Yassiri)

5. New Business

No new business.

6. Next Meeting

The next New City Hall Executive Committee meeting is May 2, 2017 at 1:00 pm in the Walkerville Room, 350 City Hall Square.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri