

KK/
Windsor, Ontario July 8, 2014

A meeting of the **New City Hall Project Steering Committee** is held this day commencing at 9:30 o'clock a.m. in Room 407, 400 City Hall Square East, there being present the following members:

Councillor Jo-Anne Gignac, Chairperson
Councillor Alan Halberstadt
Councillor Hilary Payne
Councillor Fulvio Valentinis

Regrets received from:

Councillor Drew Dilkens (work conflict)

Guests in attendance:

Diarmuid Nash and Chei-Wei Tai, Moriyama & Teshima Architects
Carmen Brunone and Dan Amicone, Architettura Inc.

Also present are the following resource personnel:

Wadah Al-Yassiri Project Manager
Shelby Askin-Hager, City Solicitor
Jill Braido, Marketing & Communications Officer
Onorio Colucci, City Treasurer
Valerie Critchley, City Clerk
Amanda Fernandes, Technologist I
France Isabelle-Tunks, Senior Manager Development & Geomatics
Jason Moore, Senior Manager of Communications & Customer Service
Helga Reidel, Chief Administrative Officer
Dave Soave, Project Accountant
Mario Sonogo, City Engineer
Harry Turnbull, Executive Director of Information Technology
Karen Kadour, Committee Coordinator

1. CALL TO ORDER

The Committee Coordinator calls the meeting to order at 9:33 o'clock a.m. and the Steering Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. **DECLARATIONS OF CONFLICT**

None.

3. **ELECTION OF CHAIRPERSON**

The Committee Coordinator calls for nominations from the floor for the position of Chairperson. Councillor Valentinis nominates Councillor Gignac for the position of Chairperson. The Committee Coordinator asks if there are further nominations from the floor for the position of Chairperson. Seeing none, the Committee Coordinator asks Councillor Gignac if she accepts. Councillor Gignac accepts.

Moved by Councillor Valentinis, seconded by Councillor Halberstadt,
That Councillor Jo-Anne Gignac **BE ELECTED** Chairperson of the New City Hall Project Steering Committee.
Carried.

Councillor Gignac assumes the Chair.

4. **BUSINESS ITEMS**

4.1 **Project Charter**

F. Isabelle-Tunks reviews a few minor amendments to the Project Charter.

Moved by Councillor Halberstadt, seconded by Councillor Valentinis,
That the “New City Hall Project Charter dated March 2014, Revised as of June 27, 2014”
BE APPROVED as amended.
Carried.

In response to a question asked by Councillor Payne regarding the approximated size of the new City Hall as 110,000 square feet, with a seating Council Chamber capacity of 170 people, F. Isabelle-Tunks responds this determination results from the City Hall Occupancy Program undertaken by NORR Limited on April 11, 2013. H. Reidel states the size of the new City Hall originally reported to City Council was 105,000 square feet (a slight increase in size).

Councillor Payne questions if there are additional floors for the new City Hall would be constructed now or at a later date. M. Sonogo indicates the additional floor/floors would be constructed only if there are adequate dollars in the budget.

Councillor Payne notes the cubicle concept in offices is changing. F. Isabelle-Tunks states the concept of enclosed offices will be minimized. She states the City is moving to “open in cluster cubicles” which creates more synergy in terms of people working together.

Councillor Payne indicates the workforce of the future is changing and as technology changes, design changes. He wants to ensure the “right technology infrastructure” is provided.

In response to a question asked by Councillor Payne regarding the 170 seats slated for the public in the new Council Chambers, V. Critchley responds there are currently 75 seats (grossly inadequate) so the number of seats was increased to 170.

Councillor Payne asks what is the concept for the configuration of the new Council Chambers. One concept provided by the Consultants is a “boomerang” configuration in which Council will face the public with the Mayor seated in the centre.

Councillor Payne questions if “green” environmental features are being considered for the new City Hall. W. Al-Yassiri responds consideration is being given to LEED Certification or Green Globe. He notes the Building Code includes various green features. The LEED Certification has silver, gold and platinum levels and the Green Globe has 4 levels which are more cost effective and more flexible.

Councillor Payne advises the construction project should be monitored on a full-time basis. W. Al-Yassiri ensures Councillor Payne as Project Manager; he will be present during the construction.

In terms of the “green” environmental concept for the new City Hall, Councillor Halberstadt asks if the green features identified by the Windsor Essex County Environment Committee (WECEC) will be considered, M. Sonogo responds the WECEC recommendations have been provided to the Architect. Councillor Halberstadt questions if the building will be a “zero energy building”. M. Sonogo notes he will contact the Architect and will report back.

Councillor Halberstadt asks if the parking garage is encompassed within the new City Hall project. The Chairperson indicates the parking structure is not included in the Project Charter. She notes the intention of the Project Charter is to identify the project and the budget.

H. Reidel suggests a separate Executive Committee be established to monitor the progress of the parking garage and minutes of these proceedings will be provided to the Steering Committee. She notes a separate Project Charter will be created for the parking garage.

Councillor Valentinis suggests a provision be added to the Project Charter to build a foundation for the building to allow for eventual expansion of two additional floors.

M. Sonogo states once the building is built; it is cost prohibitive to add on more floors.

Councillor Payne asks if it is feasible to add two additional floors and rent them out.

H. Reidel responds the concept of renting out additional floors could be explored.

Councillor Payne questions if the amount of \$2,942,658 in the Contingency Fund is adequate. O. Colucci replies \$2,942,658 is adequate.

F. Isabelle-Tunks reports the architectural firms retained for this project have undertaken the construction of seven city halls (including Windsor).

Diarmuid Nash and Chei-Wei Tai, Moriyama & Teshima Architects and Carmen Brunone and Dan Amicone, Architecttura Inc. are introduced.

Mr. Diarmuid Nash provides the following comments as it relates to the new City Hall project:

- Interior features and office layouts should be decided early.
- Imperative to think in terms of money, to stay on budget and to determine if the budget is realistic.
- The design of the Council Chambers is very important. The designs have changed dramatically as to allow more openness and for the public to have visibility of the Mayor and members of Council.
- Once the design of the building is established any changes increase the budget by approximately 20%.
- Designed City Halls in Ottawa, Whitby, Scarborough, Barrie, Oxford, Surrey, British Columbia to name a few.
- The design is intended to exemplify or to “say something” about the City of Windsor. When one walks in the building they will intuitively know where to go.
- The building will be reflective of the community.
- It is a tight budget. Need to identify the public spaces and Council Chambers on the onset.
- Design of the Council Chambers has not been determined. There is a need to connect with the public and to provide security.
- Cost to construct the building is approximately \$200 per square foot.

In response to a question asked by Councillor Valentinis regarding the sustainability of the new building, D. Nash responds all materials for the building will be defined prior to the construction.

Councillor Halberstadt asks D. Nash for his definition of “iconic”. D. Nash responds an “iconic” building or the design of the new City Hall has to say something about the City of Windsor.

4.2 Project Update

W. Al-Yassiri provides the project update as follows:

The Design team is currently working on/with:

- related City departments to confirm space need and adjacencies
- all utility companies surrounding the proposed site
- generating ideas to produce floor plates and multiple interior/exterior renderings

- collecting feedback from outside stakeholders (DWBIA, Tunnel Plaza and Casino Windsor) regarding the project.
- research opportunities for green features (LEED/Green Globe) to enhance sustainability without impacting the approved budget.

Moved by Councillor Halberstadt, seconded by Councillor Valentinis,
That the report of the Project Manager dated June 25, 2014 entitled “New City Hall – Project Update, July 2014” **BE RECEIVED.**
Carried.

4.2 Financial Summary Update

D. Soave advises on January 21, 2014 through CR22/2014, City Council approved a Total Gross Project Budget (prior to Corporate Recoveries) of \$34,750,000. He notes 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.

H. Reidel indicates as outlined in Appendix “A” to the Financial Summary Update Report, that all internal staffing costs are included in the \$34,750,000.

Moved by Councillor Halberstadt, seconded by Councillor Valentinis,
That the report of the Manager of Operating Budget Development & Financial Administration dated June 25, 2014 entitled “New City Hall Financial Summary Update” **BE RECEIVED.**
Carried.

4.4 Communications Plan

J. Braido distributes the “Communications Plan New City Hall (updated July 7, 2014)”, **attached** as Appendix “A”.

Moved by Councillor Halberstadt, seconded by Councillor Payne,
That the “Communications Plan for the New City Hall (updated July 7, 2014)” **BE RECEIVED.**
Carried.

5. NEW CITY HALL PROJECT EXECUTIVE COMMITTEE MINUTES

Councillor Halberstadt questions what “dedicated trees” refers to as referenced in the March 18, 2014 Executive Committee minutes. V. Critchley explains several trees were planted in memory of deceased staff and will have to be relocated to another area in the Campus.

Moved by Councillor Halberstadt, seconded by Councillor Valentinis,

That the New City Hall Project Executive Committee minutes for the meetings held March 18, 2014, April 7, 2014, April 25, 2014 and May 20, 2014 **BE RECEIVED** for information.

Carried.

6. OTHER BUSINESS

In response to a question asked by Councillor Halberstadt regarding the possibility of acquiring grants or loans for the New City Hall project, M. Sonogo responds there is a Green Municipal Fund and he is working with the Consultants and the Manager of Energy Initiatives on this matter.

7. DATE OF NEXT MEETING

The next meeting will be held on Wednesday, August 6, 2014 at 2:00 o'clock p.m. in Room 303, 400 City Hall Square East.

8. ADJOURNMENT

There being no further business, the meeting is adjourned at 10:57 o'clock a.m.

CHAIRPERSON

COMMITTEE COORDINATOR

AGENDA
of the
NEW CITY HALL PROJECT STEERING COMMITTEE
Tuesday, July 8, 2014
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 Charter**
The report of the Project Manager dated June 25, 2014 entitled "New City Hall – Project Charter Update" – *(attached)*

 - 4.2 **Project Update**
The report of the Project Manager dated June 25, 2014 entitled "New City Hall – Project Update July 2014" – *(attached)*

 - 4.3 **Financial Summary Update**
Report dated June 25, 2014 entitled "New City Hall Financial Summary Update" – *(attached)*

 - 4.4 **Communications Plan**
The Communications Plan New City Hall (updated June 26, 2014) – *(attached)*.

5. **NEW CITY HALL PROJECT EXECUTIVE COMMITTEE MINUTES**
Minutes of the New City Hall Project Executive Committee – *(attached)*
Meeting date - March 18, 2014
 April 7, 2014
 April 15, 2014
 May 20, 2014

6. **OTHER BUSINESS**

7. **DATE OF NEXT MEETING**

8. **ADJOURNMENT**



COMMUNICATIONS PLAN
New City Hall (updated July 7, 2014)

CITY OF WINDSOR Communication Services

Phone: (519) 255-6100 ext. 6686

Date of Plan	July 7, 2014
Service Unit	Engineering
Name of Project or Program	New City Hall
Service Unit Project Lead	Wadah Al-Yassiri – Project Manager (519) 255-6100 x 6496/Cell: (519) 562-8525 walyassiri@city.windsor.on.ca France Isabelle-Tunks – Sr. Manager Development and Geomatics (519) 255-6100 x 6402 ftunks@city.windsor.on.ca
Approval	Mario Sonogo – City Engineer (519) 255-6247 x 6356 msonogo@city.windsor.on.ca
Communication Services Project Lead	Jill Braido, Marketing & Communications Officer (519) 255-6100 x 6619/Cell: (226) 347-5608 jbraid@city.windsor.on.ca
Committees	<u>Steering Committee</u> Chair - TBD Councillor Jo-Anne Gignac Councillor Fulvio Valentinis Councillor Drew Dilkins Councillor Alan Halberstadt Councillor Hilary Payne Helga Reidel - CAO Karen Kadour - Committee Coordinator (also included: Members of Executive Committee) <u>The Executive Committee:</u> Mario Sonogo - Project Sponsor/Chair – City Engineer Valerie Critchley- Co-Sponsor/Deputy Chair–City Clerk Onorio Colucci - City Treasurer

	<p>Shelby Askin Hager - City Solicitor John Miceli - Executive Director of Parks and Facilities Harry Turnbull - Executive Director of IT France Isabelle-Tunks - Senior Mgr of Development & Geomatics Thom Hunt - City Planner</p> <p><u>The Working Group:</u> (Chosen for particular expertise)</p> <p>Wadah Al-Yassiri - Project Manager / Administrator Dave Soave - Project Accountant Cheryl Glassford - Project Legal Resources Jill Braido - Project Communication TBD - Project Purchasing Dana Paladino - Risk Resource Tom Graziano - Facilities Resource Earl Larking (Norm Synnott as backup) - Information Technology Resource Neil Robertson - Planning Resources Moriyama & Teshima Architects in joint venture with Architectura Inc. - Consultant</p>
Goal	Ensure flow of communication both internally and externally during planning and construction of new City Hall building.
Stakeholders, Key Partners	<p>Mayor and Council Corporation of the City of Windsor Media Businesses and residents within specified area of the construction Construction and trades industry Other special interest groups may include: accessibility, environmental groups, seniors</p>
Key Audiences	<p>City of Windsor Employees Surrounding businesses Windsor Residents</p>
Issues Identification	<p>Size, cost, and complexity of the construction Requirement to stay on schedule and on budget Multiple partners and committees may result in overlapping of communication responsibilities. Building design: accessibility and environmental impact—what is possible within the budget?</p>

	<p>Impact on the neighbourhood: noise, dust, road closures, parking</p> <p>Benefits to the city, region and neighbourhood</p> <p>Benefits of the design-bid-build process to efficiency and effectiveness</p>
Key Messages	<p>The City of Windsor will coordinate the project construction in a way that will result in a quality facility constructed on time and on budget to provide quality services to the community and the region.</p> <p>The City of Windsor will coordinate with other partners and stakeholders in designing and building this facility</p> <p>The City of Windsor has a pro-active communications plan in conjunction with partners to communicate internally and externally on the project.</p>
Spokespersons	<p>Mario Sonogo – Project Sponsor</p> <p>Valerie Critchley – Project Co-Sponsor</p> <p>TBD – Chair of Steering Committee</p> <p>Wadah Al-Yassiri – Project Administrator</p>
Suggested Internal Communications Approach	<p>Ensure that timely information is provided to staff during the planning and construction phases of the project.</p>
Suggested Internal Communications Methods and Tools	<p>Frequently Asked Questions</p> <p>Information to 311</p> <p>City Circuit</p> <p>Emails</p> <p>Meetings with staff</p> <p>Dashboard</p> <p>Monthly construction video updates</p>
Suggested External Communications Approach	<p>Update the public through media updates at milestones in the project</p>
Suggested External Communications Methods and Tools	<p>Pro-active media relations including releases, photos, monthly construction update videos, events to inform and engage the community, including Official Groundbreaking Ceremony</p> <p>Steering Committee Minutes</p> <p>Community meetings</p> <p>Releases</p> <p>Newsletters – perhaps e-newsletter with sign up on the web.</p> <p>Flyers in centres</p>

	<p>Social media Displays of the design and amenities in community centres and libraries; may be a travelling exhibit and used for public meetings City Website</p>
Evaluation & Feedback Mechanisms	<p>Coordination of the project schedule with key media messages Input from staff on project communication Public response Media coverage</p>
Budget	<p>The budget for this project is \$34,750,000</p>
Critical Path	<p>January 27, 2014 – Council approves project</p> <p>March – May 2014 – Prepare, issue and award design team RFP</p> <p>Aug. 2014 – Prepare, issue and award independent cost consultant RFP</p> <p>Design Development Phase May – July 2014 – produce 3 diff renderings August 2014 – Council approves prelim design rendering</p> <p>Construction Document Phase Sept. 2014 – Aug. 2015 – Complete full design/tender documents Feb. 2015 – Council approves design renderings and features</p> <p>June 2015 – Prequalify construction bidders</p> <p>Sept to Oct. 2015 – Issue tender documents</p> <p>Oct. 2015 – Award Tender (if within budget)</p> <p>Groundbreaking Ceremony....TBD</p> <p>Nov. 2015 – Dec. 2017 – Construction phase</p> <p>January to March 2018 – Furniture and Fit-up</p> <p>April 2018 – Ceremony to mark Grand Opening of new City Hall</p>

	April 2018 – Occupancy May to Dec. 2018 – Decommission and demolition of old City Hall building
THANK YOU	