

AGENDA
CITY HALL SQUARE PLAZA PROJECT STEERING COMMITTEE

meeting held
Friday, April 21, 2023
at 10:00 a.m.
Room 522b, 350 City Hall Square West

1. Call to Order

READING OF LAND ACKNOWLEDGEMENT

We [I] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. The City of Windsor honours all First Nations, Inuit and Métis peoples and their valuable past and present contributions to this land

2. Election of Chair

3. Declaration of Conflict

4. Adoption of the Minutes

Adoption of the minutes of the meeting held August 12, 2021 – ***attached.***

5. Presentation

Presentation by Cindi Rowan, Director Landscape Architecture Studio - FORREC

6. Business Items

6.1 Project Update

Report of the Project Manager dated April 21, 2023 entitled “City Hall Square Plaza and Civic Esplanade Project” is ***attached.***

6.2 City Hall Square Plaza Project Executive Committee Minutes

Minutes of the City Hall Square Plaza Project Executive Committee – ***attached.***

Meeting Dates – April 14, 2022, October 13, 2022, November 10, 2022,
January 11, 2023, February 8, 2023

7. Other Business

8. Date of Next Meeting
To be determined.

9. Adjournment

City Hall Square Plaza & Civic Esplanade Steering Committee

Meeting held August 12, 2021

A meeting of the City Hall Square Plaza & Civic Esplanade Steering Committee is held this day commencing at 10:00 o'clock a.m. via Zoom video conference, there being present the following members:

Councillor Jim Morrison, Chair
Councillor Gary Kaschak
Councillor Ed Sleiman

Guests in attendance:

Peter Marshall, Cindi Rowan and Scott Torrance –
FORREC

Also present are the following resource personnel:

Jason Reynar, Chief Administrative Officer
Adam Coates, Planner III, Senior Urban Designer
Wadah Al-Yassiri, Manager Parks Development
James Chacko, Senior Manager, Parks
Thom Hunt, City Planner
Joe Mancina, Chief Financial Officer
France Isabelle-Tunks, Senior Manager, Engineering
Mary Rodgers, Communications Officer
Karen Kadour, Committee Coordinator

1. Call to Order

The Committee Coordinator calls the meeting to order at 10:02 o'clock a.m. and the Steering Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Election of Chair

The Committee Coordinator calls for nominations from the floor for the position of Chair. Councillor Kaschak nominates Councillor Morrison, seconded by Councillor Sleiman. The Committee Coordinator asks if there are further nominations from the floor. Seeing none, the Committee Coordinator asks Councillor Morrison if he accepts the nomination. Councillor Morrison accepts.

Moved by Councillor Kaschak, seconded by Councillor Sleiman,
That Councillor Morrison **BE ELECTED** Chair of the City Hall Square Plaza and
Civic Esplanade Steering Committee.
Carried.

Councillor Morrison assumes the Chair.

4. Presentation – Windsor Civic Esplanade

Cindy Rowan and Peter Marshall, FORREC appear before the Committee and provide a presentation entitled “Windsor Civic Esplanade (WEC) – WEC Steering Committee Concept Workshop” **attached** as Appendix “A”.

The highlights of the presentation are as follows:

- **“What we heard” –**
- **People Centric Design** – Desire to create a flow of people to and throughout downtown (beyond the site)
- **Greenspace & Urban Canopy** – Desire for ample greenspace, landscaping, trees and shade.
- **Pedestrian & Cyclist Connection** – Desire for safe pedestrian-first, cyclist-first connection across north-south route
- **Connection to the River** – Desire to use this site to connect downtown to the Riverside Park & Trail
- **Flexible Use** – Desire for a wide range of space-types and space-sizes to foster spontaneous gathering and passive programming.
- **Inclusivity – “A space for all” – Cultural Resonance & Historical Storytelling** Desire to use the space to tell the stories of the place’s people, history & legacy.
- **Environmental** – Desire for design to include flood mitigation strategies, thermal comfort strategies and prioritization of active transportation.

City objectives include:

- Provide a functional, flexible and programmable outdoor space for public use.
- Create outdoor space for civic ceremonies and announcements.
- Connect City Hall to the Civic Esplanade.
- Incorporate the heritage, culture and context of the existing plaza.
- Increase the connectivity and cultural footprint that the Civic Esplanade and Civic Square segment has on the core of the City.
- Meet environmental and sustainability objectives.
- Incorporate operating and maintenance objectives.
- Reinforce the Civic Campus concept adopted during the design of the new 350 City Hall Building.

Concepts and options include:

- **Light the Path** – Through time in this sentient space, pulsating pathways overlap to gather in shared spaces, defining the communal identity of this truly living place. Will include two gathering plazas with an ice rink in winter and a large splash pad in the summer.
- **River Flow** – Water flow is elemental to the historical origins of communities; especially for the City of Windsor. Modelling the flow of crowd movement, the people centric design offers flexible programmatic experiences in a variety of urban scales that encourage enthusiastic exploration. Will include an ice rink and skating trail for winter use with a large splash pad for summer use.
- **Matrix Garden** – Conceptually, the Matrix looks to the larger context to consider the civic precinct as a civic park, rather than strictly confined by the axial orientation of the Esplanade. Program, activities, stories and art are woven throughout a hierarchy of paths, which tell the story of the land through the people, flora, fauna, ecology and innovation. A focus on tree planting and vegetated roofs enlarges the urban forest, providing shade, wind protection, promoting biodiversity and reducing stormwater run-off to reduce flooding.

A question and answer period follows the presentation.

Councillor Sleiman refers to the connection from City Hall to Riverside Drive and asks if a crossing will be required.

A. Coates responds that the Environmental Assessment did recommend that a connection to Riverside Drive as an underpass is the preferred option.

Councillor Sleiman asks if it is possible to close Riverside Drive (in front of the Casino) up to the International Aquatic Centre and reroute the traffic to allow for free movement.

A. Coates suggests that this be referred to Transportation Planning for a response.

The Chair asks if the three options include a skating trail versus an ice pad or the traditional style of a skating rink and where does the trail go.

C. Rowan responds that all of the concepts have that central element that allows people to skate around in a circular way. The Matrix Concept allows for skating in a figure eight.

The Chair asks if the size of the skating trail would be one quarter of a mile or smaller.

C. Rowan responds that the trail would be quite a bit smaller and is not intended to go through the entire esplanade.

The Chair asks in terms of the River Flow concept, will there be water flowing through the parkland.

C. Rowan responds that the pathways have a flowing quality which function like tributaries to take one to different destinations in the esplanade. This concept does have water experiences, i.e. water pad.

The Chair indicates that there are three conceptual options and asks how the selection process will move forward to reach a final concept.

A. Coates responds that the contract is to look at the esplanade and to do an update of what the original 1994 study looked at. There will be one vision for the esplanade as there will be further consultation so there will be a more solidified version that will meet the objectives and desires of the stakeholders. He adds for the plaza piece, there are three options that will come forward for the Steering Committee to review and to provide direction. The second more in depth round of consultations will be held at the end of August/ early September 2021.

A. Coates adds that the purpose of this meeting is to identify the extensive background, research and consultation that has occurred and where we are in the process.

Moved by Councillor Sleiman, seconded by Councillor Kaschak,
That the project financial summary for the City Hall Square Plaza and Civic Esplanade dated July 30, 2021 **BE RECEIVED FOR INFORMATION.**

That the "Windsor Civic Esplanade" (WEC) Project Report" completed by FORREC **BE RECEIVED FOR INFORMATION.**

That the "What We Heard Report" submitted by Gloss Arch + Eng and FORREC which details the public consultations to date **BE RECEIVED FOR INFORMATION.**

Carried.

5.2 City Hall Square Plaza & Civic Esplanade Project Executive Committee Minutes

Moved by Councillor Kaschak, seconded by Councillor Sleiman,
That the minutes of the City Hall Square Project Executive Committee of its meetings held March 12, 2020, October 8, 2020, February 2, 2021 and June 10, 2021 **BE RECEIVED.**

Carried.

6. Other Business

None.

7. Date of Next Meeting

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

8. Adjournment

There being no further business, the meeting is adjourned at 10:41 o'clock a.m.

CHAIR

COMMITTEE COORDINATOR



Subject: City Hall Square Plaza and Civic Esplanade Project

Reference:

Date to Committee: April 21, 2023:
Author: Stefan Fediuk
Landscape Architect / Sr. Urban Designer (A)
519-255-6543 ext.6025

Report Date: April 13, 2023
Clerk's File #:

To: Steering Committee – City Hall Square Plaza and Civic Esplanade

Recommendation:

- I. THAT the Steering Committee **RECEIVE** for information the “WEC Project Report” completed by FORREC;
- II. THAT the Steering Committee **APPROVE** the adoption of the concept design “Light the Path,” (Appendix A) as the City Hall Square Plaza and Civic Esplanade preferred conceptual design;
- III. That the Steering Committee **RECEIVE** for information the concept designs (Appendix A – Section 4&5) for crossing Riverside Drive at the foot of the Civic Esplanade;
- IV. THAT the Steering Committee **RECEIVE** for information the Phasing and Implementation Plan (Appendix C) for information;
- V. THAT the Steering Committee **RECEIVE** for information the project financial summary for the City Hall Square Plaza and Civic Esplanade (Appendix C) dated April 7, 2023; and
- VI. That the Steering Committee **RECEIVE** for information the “What We Heard Report” (Appendix B) submitted by Gloss Arch + Eng and FORREC.

Executive Summary:

N/A

Background:

On March 8, 1993, Council adopted the Civic Square Urban Design Study and Master Plan which set the physical and planning framework for the coordinated development of the “Civic Square” area of downtown. It envisioned the Civic Square developing over time as a unified governmental precinct (i.e. a campus) that acknowledged the rich context of the past and present conditions.

On January 20, 2014, City Council received a report for the development of a New City Hall Facility. (Report 16526) The report outlined the New City Hall Project and provided approval and direction. CR2012014. Moriyamma & Teshima Architects were hired to do the building design and accordingly a high level organizational concept was provided to the architect which incorporated the direction established by the Civic Square Urban Design Study and Master Plan and subsequent investments.

Council Resolution CR 422/2020 approved a budget of \$550,000 (plus applicable taxes) for the completion of **Phase 1 – Programming and Conceptual Design for the City Hall Square Plaza and Civic Esplanade.**

The first phase included providing a review and developing the direction for the Civic Esplanade, as well as detailed conceptual designs for City Hall Square Plaza. The City Hall Square Plaza is the area directly North of 350 City Hall. The Civic Esplanade is the linear park that connects the City Hall to Riverside Drive, and includes Charles Clarke Square, the area between the Police Station and the Casino, as well as the location known as the Civic Green, which extends between Pitt St. and Riverside Drive.

The stakeholder/public engagements helped shape and inform the project and help define the overall project program, and conceptual designs. The Planning Department is the project lead during the first phase and has been supported by Corporate Projects. The scope of Phase 1 includes:

- City Hall Square Plaza (CHSP) and Civic Esplanade (CE), from 350 City Hall and connecting to the riverfront;
- Evaluation of the existing conditions and previous master plans/studies;
- Public consultation and stakeholder engagements;
- Developing the CHSP & CE Project Programme;
- Updating the conceptual design for the length of the Civic Esplanade, with particular attention given to the impacts that the project will have on Charles Clark Square, and;
- Develop conceptual designs for the City Hall Square Plaza;
- Provide design options for Crossing Riverside Drive as per Council Direction **CR 475/2021**; and
- Provide a Design for new Councillor Parking and design for City Hall Square South.

FORREC and their team were awarded *RFP 59-20 Design Services for the Civic Esplanade and City Hall Square Phase 1.*

The design team has been working diligently with City staff and a broad range of external stakeholders to develop, analyze the existing conditions, review relevant historical documents, analyze similar projects in scopes, benchmark their findings through precedent studies, provide programme direction and develop a conceptual narrative that is Windsor specific and context appropriate.

The “WEC Report” outlines these efforts and includes:

- 1) **Project Brief** – outlining the History of the Site, the previous Urban Design Study, the New City Hall, and the project limits. (Appendix D – Part 1)
- 2) **Programming** – This section identifies the programme elements that were adopted for the project as part of the ICIP Grant application. It also identifies programme elements that were suggested through stakeholder engagements and a scale study of major programming elements. (appendix D – Part 2)
- 3) **Benchmarking Documents** – outlining precedent studies of comparable civic spaces from around Canada and the United States. It also analyzes existing street design from an experiential perspective. (Appendix D – Part 3)
- 4) **Site Analysis** – defines the current urban fabric, site features, infrastructure and pedestrian and vehicular circulation patterns, environmental conditions and microclimate studies, site features as well commemorative and public art, and significant view corridors. (Appendix D – Part 4)
- 5) **Swot Analysis** – Identifying the sites Strengths, Weaknesses, Opportunities and Threats. (Appendix D – Part 5)
- 6) **Overall Master Plan** - provides a framework for development of the five Segments of the Windsor Civic Esplanade and City Hall as well as two options for crossing Riverside Drive from the Esplanade to the Central Riverfront Lands (Appendix A)

Discussion:

The Planning Department acted as project lead during the first phase of the project with support from Corporate Projects. This report is to provide City Council with the proposed concept and discuss the various components of City Hall Square Plaza and Civic Esplanade.

Based on the early consultations with both civic staff and public stakeholders, FORREC prepared three concept options (Appendix A –Part 2) which included:

- **Option 1: River Flow** – Water flow is elemental to the historical origins of communities; especially for the City of Windsor. Modelling the flow of crowd movement, the people centric design offers flexible programmatic experiences in a variety of urban scales that encourage enthusiastic exploration.

- **Option 2: Matrix Garden** – Conceptually, the Matrix looks to the larger context to consider the civic precinct as a civic park, rather than strictly confined by the axial orientation of the Esplanade. Program, activities, stories and art are woven throughout a hierarchy of paths, which tell the story of the land through the people, flora, fauna, ecology and innovation. A focus on tree planting and vegetated roofs enlarges the urban forest, providing shade, wind protection, promoting biodiversity and reducing stormwater run-off to reduce flooding.
- **Preferred Option 3: Light the Path** – Through time in this sentient space, pulsating pathways overlap to gather in shared spaces, defining the communal identity of this truly living place. Includes two gathering plazas with an ice rink in winter and a large splash pad in the summer..

Preferred Civic Esplanade Design Option “Light the Path”

The proposed “**Light The Path**” Concept for the Civic Esplanade and the City Hall Plaza (Appendix A- Part 3) illuminate these strategies by bringing the local stories to light, through the design, while incorporating open spaces and beacons along the path to create an invigorating, informative and exciting civic public realm. Developed along five segments the esplanade allows people to move freely along a meandering north-south access between City Hall and Rotary Plaza at the Riverfront.

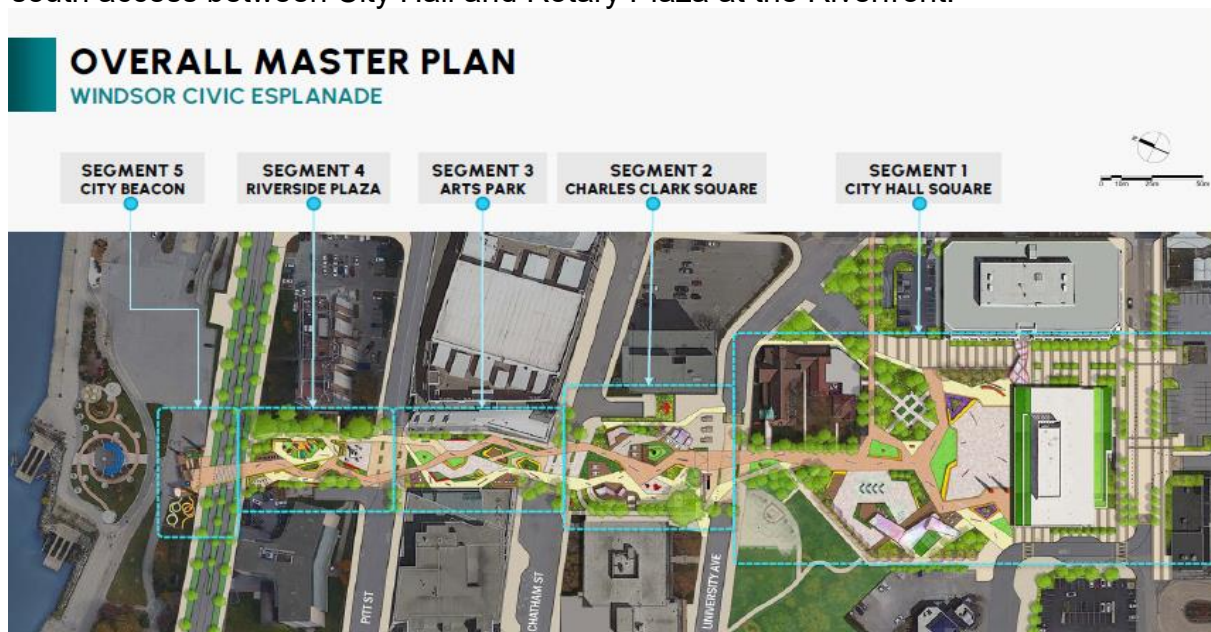


Figure 1: Overall Master Plan

The concept incorporates; inspired lighting, engaging seating opportunities and gathering spaces, interactive art and water features, and entertaining venues for all demographics of the community.

Segment 1 City Hall Square

City Hall Square is the heart of the Civic Esplanade, and forms the keynote element of the Master Plan. A new type of civic space, it brings together the bold and nuanced ideas that distinguish the sequence of spaces leading from the Riverfront to City Hall.

The primary elements of the plan continue to “light the path” of history, culture and ideas that distinguish Windsor’s past, present and future through a variety of Sentinel Moments and an all new “Windsor Beacon”.

In the forecourt of City Hall, the outline of the former military barracks and Black Refugee housing continue the story of the Underground Railroad on the site while providing event space. An adjacent space features an interactive water feature with cooling jets, misting towers and a variety of seating. A new building, the Windsor Beacon, holds F&B vendors, a pavilion for exhibits and operational spaces. A new gateway, relocated Francophone moment and media screen engage visitors and enliven the experience.



Figure 3: City Hall Plaza Aerial View



Figure 2: City Hall Plaza Perspective

Key to the success of City Hall Square is the relocation of the Charles Clark Square ice rink. A temporary feature operating during the winter months, the new rink takes advantages of significant advances in ice and rink technology and construction in recent years.

The rink will be in the form of a skate trail, with a center island to discourage hockey and allow for seasonal displays. Portable curbs are frozen in place for stability and fully accommodate a Zamboni. The curbs are stored in the off-season in the nearby pavilion, along with the Zamboni. Freezing mechanism/rink pipes are encased in concrete below the paving and are indistinguishable during the summer months.



Figure 4: City Hall Plaza Winter Perspective with Temporary Ice Rink

The team explored a variety of alternatives for the rink location and configuration following City input and feedback. The final approved configuration of the ice rink is a linear oval, standard size as directed by the City.

Segment 2 Charles Clarke Square

Charles Clark Square responds to the highly important priority of a flexible space for larger gatherings that also serves the community, nearby office workers and City staff, and residents. Like in Arts Park, paving patterns form creative geometric plazas and spaces that function as outdoor rooms, and can combine to host events. A stage with canopy and tiered planter invite performances while providing sheltered seating.



Figure 5: Aerial View of Segment 2 Charles Clarke Square

A food truck area features covered seating and café tables. Outdoor workspaces with solar canopies serve employees, entrepreneurs and students alike. The existing distinctive seating walls have been preserved to maintain a connection between the old and new, including new and existing monuments, signage and public art as Sentinels within the space.

Segment 3 Arts Park

Referred to as “Arts Park, Segment 3 offers a series of flexible spaces which can be used individually to display permanent or evolving art installations, or combine to serve medium or even larger gatherings and performance. The spaces, paths and plazas are creating by paving colors and patterns with a variety of textures that define spaces without presenting barriers to larger group events. Even the level “turf panels” serve this function, creating green spaces for relaxation that can easily be used as seating for gatherings.



Figure 6: Segment 3 - Sculptural Seating



Figure 7: Segment 3 - Interactive Multimedia Wall

Sculptural seating walls provide a variety of options for sitting, lounging and contemplation, allowing individual enjoyment while inviting socialization and interaction. Interactive signage creates Sentinel Moments, conveying information on the Windsor art scene, history and events. An interactive multimedia wall allows visitors to create their own collaborative art mural, with each individual creating a part of an overall image.

Segment 4 & 5 Riverside Plaza & Crossing at Riverside Drive

The Central Riverfront Implementation Plan established several “Beacons” –small buildings crafted to celebrate key moments along the Riverwalk. One of the most important was the City Beacon -a new bridge crossing at Riverside Drive and the Esplanade.

While several of the Beacons have been constructed and are in use, the City Beacon has awaited the development of the Esplanade Master Plan. The two options in the Light the Path concept create a new City Beacon as a bridge and as a grade-level crossing, with a dramatic overlook that enjoys the spectacular view of the river and Detroit skyline.

The streetscape enhancements provide an optimal environment for either an at-grade, regulated crossing or a pedestrian bridge. Both options have been explored in this study.

This segment of the Esplanade begins and ends with a celebration of the remarkable history of the Underground Railroad on the site. Twin monuments in Windsor and Detroit, the Tower of Freedom and Gateway to Freedom, tell the harrowing stories of Black Freedom Seekers who came to Canada escaping slavery in the US. The two monuments are connected by an invisible line established at the time of construction by global coordinates. This line is “brought to light” extending from the Tower of Freedom to an overlook pointing directly toward the Gateway monument on the Detroit side. Telescopic viewers and interpretive signage allow visitors to see and understand the Detroit monument and the close relationship between the two cities. This layout is one of the important storytelling moments that create “Sentinels” –moments in time where



Figure 8: Riverside Drive at Grade Crossing Option

visitors can experience new ideas, understanding and knowledge of the history and culture of Windsor and the site.

The surrounding plaza provides flexible gathering space and seating for ceremonies and contemplation, with sculptural play elements to serve the families living nearby. Café tables and graffiti / mural walls provide opportunities for community

expression and storytelling.

At Riverside Drive, a raised, signalized crossing extends the plaza toward the River, creating a safer crossing experience. A tiered overlook reflects the former design of the “City Beacon”, imagined in the Riverfront Master Plan but never



Figure 9: Riverside Dr Bridge Crossing Option

constructed. A series of grand stairways create amphitheatre-like seating to enjoy views of the River and Detroit skyline. Glowing LED towers with cables appear to support the structure, while announcing the gateway to the Esplanade. A glass elevator creates access from the Riverwalk to the street level.

Inspired by a suggestion from City of Windsor staff, spiral slides provide a fun alternative route from the overlook to the river below. An additional Sentinel Moment referred to as “HELLO”, is imagined as an interactive media screen where visitors on both sides of the river can see each other, wave and take group selfies, celebrating the friendship between the two countries and cities. (see Segment 4&5 of Appendix A Part 3 - Preferred Option)

Preliminary Phases:

Phase 1) Segment 1 Complete Build out of City Hall Plaza with Pavilion building
Ice Rink Note* - In addition and exclusive of this estimate, through CR98/2022, the City has retained a MJMA Architects Ltd. under a separate contract to provide schematic design, engineering and architectural work as well as contract administration separately for the Ice Rink to be designed and installed based on the direction of WEC&CHP proposal from FORREC.

Phase 2) Segment 2 – Charles Clarke Square rebuild

Phase 3) Segment 3 – Art Space between the Police Station and the Casino

Phase 4) Segments 4 & 5 and Crossing at Riverside Drive

- a. **Option 1: Grade Crossing**
- b. **Option 2: Bridge Crossing**

Phase 5) Shared Streets - Including University Avenue, Chatham Street, Pitt Street, Extension of Plaza between 350 and 400 City Hall Square, Construction of Councillor Parking lot at 185 City Hall Square South and raised Road along City Hall Square South. The Class D Estimated represents a total built out cost is dependant on the Riverside Drive crossing option that Council recommends.

Risk Analysis:

A detailed risk analysis has been completed as part of the Project Charter and was adopted by Council Resolution CR 422/2021.

The project estimate provided by FORREC has provided a pricing contingency allowance in the cost estimate, however these prices are based on August 2022 pricing. Due to COVID-19 and a fluctuating construction cost, the sub-consultants has identified a disclaimer to the accuracy of this Class D estimate, as well as cost exclusions including:

- Professional Fees & Soft Costs
- Property Acquisitions
- Property Tax
- Legal Fees
- Survey Costs
- Risk Assessment / Risk Management Cost
- RFQ/RFP Costs
- Financing Costs
- Investigations & Studies Costs
- Client management & overhead costs
- Utility connection charges/fees
- Project risks contingency
- Building permit cost
- Premium Costs / Out of Hours Working / Overtime Cost
- Building Demolition, Hazardous material abatement, abnormal or contaminated soil conditions, phasing,
- moving costs or projected escalation to time of tender.

To proceed further with the design and construction of the Ice Rink CR98/2022, an approved master plan for City Hall Plaza would be necessary. Any delay in that approval, would likely result in the delay of the new ice rink being ready for the projected opening in December 2024.

The original dates for the master plan to be made public were anticipated for early 2022. Due to the COVID Epidemic, along with staffing changes, that date was pushed back to 2023. The stakeholders consulted have been patiently anticipating a masterplan for the Civic Esplanade and City Hall Plaza to be approved. Further delays could result in a reduction of community support, as well as further escalation in the anticipated costs.

Given the execution of this plan will span several years, approval of this master plan will still allow for further adaptation and flexibility of the ideas at the detail level. Site-specific amendments or changes over time to accommodate changing needs are anticipated, but as this is a high-level master-plan the built-in flexibility in the design can adapt to those changing needs into the future. Similarly, the budget presented is provided as a high-level budget for Council to consider in future budget deliberations.

Financial Matters:

A Class D Estimate was prepared by Marshal & Murray as sub-consultants to FORREC based August 2022 dollars on the proposed master plan prepared by FORREC. The procurement method recommends lump sum fixed price bid proposals from approximately 3-6 general contractors when Requests for Tenders are performed. (Appendix "C")

Council previously approved a total of \$10.3 million for projects included in this umbrella of work. In addition, Council recently approved \$6.1 million in 2023 funding as part of the 2023 Capital Budget for work included as part of the broader Central Riverfront Improvement Plan & Civic Esplanade / Plaza project, PFO-003-15. A further \$21million was approved in principle for the 2024-2032 funding years.

These estimates are provided for conceptual planning. Current economic conditions have caused an extraordinary increase in inflation. As previously reported to City Council, capital projects, have been experiencing a significant increase in construction costs. The Construction Price Index for 2022 was 17%, with many City projects exceeding this inflationary index. Each project component would be brought to council with updated cost estimates at time of approval.

Consultations:

Further to the “WEC Report” summary, the full “What We Heard” (Appendix B) has been attached for reference. The “What We Heard” report documents everything heard from the community through the course of the public engagement process for the City Hall Square Plaza and Civic Esplanade project.

The feedback has been used to direct the design of the project and help weigh priorities as the design has developed. Staff from Glos Arch + Eng and FORREC met with various departments of the City of Windsor, as well as community stakeholder groups to gather information critical to the project’s design. The list below comprises the engagement activities:

1) Online Engagement

www.windsorcivicesplanade.ca

Website acts as a one-stop portal for all project information, updates, and engagement tools for the life of the project.

Engagement Tools:

- Interactive Map (62)
- Idea-Sharing Bulletin Board (43)
- Survey #1 (313)
- Email registration for updates

2) Project Awareness Campaign

3) Focus Groups (Internal) (6)

4) Focus Groups (External) (14)

The focus group discussions were held over the course of a few months in the form of virtual meetings. Given the limited ability of virtual meetings to engage large groups of participants in a meaningful way, the meetings were held with individual groups which allowed the conversations to be focused and topical.

The feedback from the meetings and online engagement tools have been extensive. There were more than 20 focused virtual online meetings held with internal and external stakeholders. The online “Idea Sharing” tool received 43 unique ideas generated from the community. The online survey was comprised of 24 questions and had 313 responses. Further to that, the online “Interactive Mapping” tool invited participants to

add geo-located pins to a map of the site to highlight new ideas, point out what is currently working and also where problems currently exist.

Detailed documentation of the data collected is outlined in the “What We Heard” report (Appendix B) and all the collected data has been attached.

Planning Act Matters:

N/A

Conclusion:

The proposed concept for the Civic Esplanade and City Hall Plaza “Light the Path” prepared by FORREC is a result of interdepartmental collaboration, stakeholder and public consultation. The proposed design of the Civic Esplanade not only connects City Hall Plaza to the Windsor Riverfront but also the connection between Windsor (Canada) and Detroit (USA) demonstrates the long-standing socio-economic relationship between the two cities, as well as their respective countries. The concept based along the theme of the Underground Railway, strengthens that connection while also illuminating a much-overlooked historical aspect of the City of Windsor’s development.

The concept sets the framework for future development of the spaces along City Hall Square Plaza and the Civic Esplanade, by providing context, points of interest and objectives for community interaction, pedestrian movement and important civic public realm activity areas, such as; sitting and gathering areas, ice rink and water features, along with contemporary interactive media opportunities.

As in any other large-scale multi year project of this nature, the approval of the concept design, which is being sought via this council report still allows for further adaptation and flexibility over time to the ideas and the more detailed elements as presented in the plan. . Site-specific amendments or changes may be necessary over time in order to accommodate changing needs. Approval of this framework will allow for individual projects found in the Masterplan to move forward to the next steps for program development and eventually implementation.

It is the opinion of the Executive Committee for the City Hall Square Plaza and Civic Esplanade Project that the concept represents an appropriate design solution by which Council can be proud of and develop a municipal public realm where citizens and visitor of Windsor can experience the Corporate Vision of “Work, Live and Play”.

Approvals:

Please send copy of Approval via e-mail to clerks

c/o: **Karen Kadour** kkadour@citywindsor.ca

Stefan Fediuk
Sr. Urban Designer (A)

Thom Hunt
City Planner

Ray Mensour
Commissioner – Community Services

Jelena Payne
Commissioner – Economic
Development & Innovation

Joe Mancina
Chief Financial Officer

Notifications:

Name	Address	Email

Appendices: Available on I: Drive due to size limitations

[I:\City Hall Square and Civic Esplanade- Steering Committee Report \(April 21-2023\)\Appendices](#)

Appendix A - WEC Project Report

Part 1 - Site History and Story

Part 2 - Initial Concept Plan Options

Part 3 - Preferred Option

Appendix B - What We Heard Report

Appendix C – Class D Estimate

Appendix D – Background Studies

Part 1 – Project Brief –History and Background

Part 2 – Programme – Park Features & Amenities

Part 3 – Benchmarking Study

Part 4 – Site Analysis

Part 5 – SWOT Analysis

CITY HALL SQUARE PLAZA EXECUTIVE COMMITTEE

Minutes

April 14, 2022

Via Zoom

In Attendance:

Executive

Committee:

Shelby Askin Hager – Project Sponsor/Chair – City Solicitor
Thom Hunt – Co-Sponsor/Deputy Chair – City Planner
Ray Mensour – Co-Sponsor/Deputy Chair – Commissioner – Community Services
Chris Nepszy – Commissioner, Infrastructure Services
James Chacko – Executive Director Parks & Facilities
Neil Robertson – Manager of Urban Design
Natasha Gabbana – Senior Manager of Asset Planning
Colleen Middaugh – Manager of Corporate Projects for France Isabelle-Tunks

Regrets:

France Isabelle-Tunks – Executive Director of Engineering

Working

Team:

Adam Coates – Phase 1 Project Manager
Michelle Staaedegaard – Parks Lead
Sonya Pacheco – Administrative Support

Regrets:

Fahd Mikhael – Engineering - Design

1. Approval of Minutes/Review Action Items (dated June 10, 2021)

The City Hall Square Plaza Executive Committee approves the minutes of June 10, 2021.

Action Item 1

Shelby notes that she had a discussion with the Tunnel Authority and they do not have interest in this property. She is unsure if our work there is done or formerly documented. Shelby will follow up and ensure she has done everything that is needed regarding this.

Subsequent to the meeting Adam confirmed that Shelby followed up and no other action is required. COMPLETE

2. Project Update

Adam reviews the project update for the City Hall Square Plaza and Civic Esplanade. The project is in the Phase 1 – Programming and Conceptual Design stage.

Progress to date:

- Second Stakeholder Meetings – Complete
- Online Engagement - Underway
- Final Conceptual Design and Programming by Forrec – Underway
- Cost Estimate

The design of the Councillor parking area has been drafted with concepts to connect into the campus across City Hall Square South. This is in progress.

The second Stakeholder consultation meetings have been integrated. Black Council Windsor asked the City to meet with a larger group that included people from Detroit. The larger group had concerns with moving the Tower of Freedom.

Next Steps:

- Online Engagement and Public Meeting

3. Financial Update

Refer to the section below entitled ‘Impacts of Council Decision CR475/2021’, for the agreed upon changes to the consulting fees.

4. New Business

Structure of Executive Committee and Project Charter Change Request

Adam asks if the new Commissioner of Economic Development & Innovation will have a role in this Executive Committee. Shelby responds that Jelena will be included. Shelby expects that she will remain on this committee but the sponsorship duties may go to Ray or Jelena. Shelby and Ray will discuss with Jelena and bring it back to the Executive Committee.

(Action: S. Askin Hager & R. Mensour)

Shelby suggests that the changes to the project charter be discussed at the next meeting following which a change request can be finalized.

(Action: A. Coates)

Impacts of Council Decision CR475/2021

Council resolution CR475/2021 directed Administration to create a connectivity plan between the riverfront and the areas along the CRIP footprint. The plan should not include tunnels underneath Riverside Drive but focus on pedestrian safety accessing Riverside drive from the north to south.

Forrec has submitted three 3 potential concept ideas for crossing Riverside Drive and connecting to the Riverfront Park:

1. Crossing in line with the Civic Esplanade. This would be contingent on Riverside going to 3 lanes of traffic.
2. Crossing not in line with the Civic Esplanade.
3. Including a pedestrian bridge over Riverside Drive. This option has issues with the structure being over the crown of Riverside Drive.

The proposed fee to further pursue design considerations for all three options totals \$56,500+tax. There are sufficient funds remaining in the 'consulting fees' budget line item to cover this additional cost. Adam asks the Executive Committee for input on which options could be pursued.

It is suggested that the public consultation be completed first. Adam says that conceptual designs of the options have not been prepared at this time. Shelby says having several alternatives is the best approach.

It is asked if the cost provided is for all 3 options. Adam says the cost is for all 3 options.

Motion

Moved by Chris Nepszy, seconded by Ray Mensour

That the City Hall Square Plaza Executive Committee APPROVES the expenditure of \$56,500 + tax, for the development of all three potential design concepts for crossing Riverside Drive and connecting to the Riverfront Park, to be funded from the 'Consultant' budget item 7P01.

Carried.

5. Next Executive Committee Meeting

The next City Hall Square Plaza Executive Committee meeting is **August 11, 2022 at 11:00 am via Zoom.**

CITY HALL SQUARE PLAZA EXECUTIVE COMMITTEE

Minutes

October 13, 2022
Via Microsoft Teams

In Attendance:

Executive

Committee:

Jelena Payne – Project Sponsor/ Chair – Commissioner, Economic Development & Innovation
Ray Mensour – Co-Sponsor/Deputy Chair – Commissioner – Community Services
Chris Nepszy – Commissioner, Infrastructure Services
James Chacko – Executive Director Parks & Facilities
Neil Robertson – Manager of Urban Design
Colleen Middaugh – Manager of Corporate Projects for France Isabelle-Tunks

Regrets:

Thom Hunt – Co-Sponsor/Deputy Chair – City Planner
France Isabelle-Tunks – Executive Director of Engineering
Natasha Gabbana – Senior Manager of Asset Planning

Working

Team:

Adam Coates – Phase 1 Project Manager
Sergio Colucci – Project Administrator
Josie Gualtieri – Financial Planning Administrator
Stefan Fediuk – Landscape Architect
Sonya Pacheco – Administrative Support

Regrets:

Fahd Mikhael – Engineering - Design
Michelle Staadegaard – Parks Lead

1. Approval of Minutes/Review Action Items (dated April 14, 2022)

The City Hall Square Plaza Executive Committee approves the minutes of April 14, 2022.

Action Item 1

Structure of Executive Committee and Project Charter Change Request

Adam asks if the new Commissioner of Economic Development & Innovation will have a role in this Executive Committee. Shelby responds that Jelena will be included. Shelby expects that she will remain on this committee but the sponsorship duties may go to Ray or Jelena. Shelby and Ray will discuss with Jelena and bring it back to the Executive Committee.

COMPLETE

Action Item 2

Shelby suggests that the changes to the project charter be discussed at the next meeting following which a change request can be finalized.

(Action: A. Coates / S. Fediuk)

Adam will also send Jelena the Project Charter (terms of reference).

2. Project Update

Adam reviews the project update for the City Hall Square Plaza and Civic Esplanade. The project is in the Phase 1 – Programming and Conceptual Design stage.

Adam announces that a new project manager will be taking over this project as he is leaving the corporation.

POST MEETING NOTE: *Neil Robertson informed that Stefan Fediuk will be leading the project moving forward.*

Progress to date:

- Online Engagement – Complete
- Final Conceptual Design and Programming by Forrec – Underway
- Concept Design for Riverside pedestrian crossing – Underway

Next Steps:

- Review Location of ice rink design
- Refine Concept and prepare graphics
- Public Information Centre at All Saints Church or at City Hall Campus, November 2022
- Standing Committee, December 2022

3. Financial Update

Adam reviews the unaudited financial summary statement dated October 4, 2022.

Archaeological Works

An archaeological consultant has been retained to undertake a Stage 2 investigation in City Hall Square, specifically in the area identified for the future ice rink. This work is expected to be completed by the end of 2022. The cost for this work exceeds the budget line item for archaeological works (7P02) by approximately \$18,000. This overage has been funded from the contingency budget (7P05).

Josie asks if funding for the ice rink should have a separate financial statement from this project as it has its own project number. Ray responds it is one component of the greater esplanade project

Forrec - Change in Scope & Fees

Adam advises that the negotiated fee for Forrec to refine location and design concepts for the ice rink is approximately \$80,000. Executive Committee approval is required to proceed with this additional work. An email poll was distributed to the Committee in advance of the meeting requesting approval, however further discussion was necessary, so approval via email was not received.

Discussion ensues regarding additional fees. Adam responds that the additional concepts require additional design considerations prior to confirming recommended location. Consideration of large segment affects all the other program elements which is where the service fee comes to play. It is noted that the cost seems high and it is not detailed design.

Ray asks for confirmation if we are unable to look at other consultants and if any negotiations followed. Adam responds there were negotiations and it is not practical to look at other consultants.

Motion

Moved by Ray Mensour, seconded by Chris Nepszy

That the City Hall Square Plaza Executive Committee APPROVES the expenditure of \$80,000 + tax, for the additional refinement of the proposed ice rink.

Carried.

NOTE: The cost for this work exceeds the budget line item for consultant fees (7P01) and thus the balance (~\$52,000) is being funded from the Project Contingency budget item (7P05).

Jelena confirms the recommended concept will be brought back to this committee before finalizing and presenting information to the public. Adam responds that this can be done.

(Action: S. Fediuk)

The uncommitted contingency balance now sits at approximately \$27,000.

4. New Business

No new business on the City Hall Square & Civic Plaza Esplanade project study.

5. Next Executive Committee Meeting

The next City Hall Square Plaza Executive Committee meeting is **November 10, 2022 at 11:00 am via Microsoft Teams.**

Minutes taken by: Sonya Pacheco

Minutes reviewed by: N. Robertson

CITY HALL SQUARE PLAZA EXECUTIVE COMMITTEE

Minutes

November 10, 2022

Via Microsoft Teams

In Attendance:

Executive

Committee:

Jelena Payne – Project Sponsor/ Chair – Commissioner, Economic Development & Innovation
Ray Mensour – Co-Sponsor/Deputy Chair – Commissioner – Community Services
Thom Hunt – Co-Sponsor/Deputy Chair – City Planner
Shelby Askin Hager – Commissioner, Legal & Legislative Services
Chris Nepszy – Commissioner, Infrastructure Services
France Isabelle-Tunks – Executive Director of Engineering
Jen Knights – Executive Director of Recreation & Culture
James Chacko – Executive Director, Parks & Facilities
Neil Robertson – Manager of Urban Design
Natasha Gabbana – Senior Manager of Asset Planning

Regrets:

N/A

Working

Team:

Stefan Fediuk – Phase 1 Project Manager
Sergio Colucci – Project Administrator
Colleen Middaugh – Manager of Corporate Projects
Sonya Pacheco – Administrative Support

Regrets:

Fahd Mikhael – Engineering - Design
Michelle Staaedegaard – Parks Lead
Josie Gualtieri – Financial Planning Administrator

1. Approval of Minutes/Review Action Items (dated October 13, 2022)

The City Hall Square Plaza Executive Committee approves the minutes of October 13, 2022.

Action Item 1

Stefan will update the Project Charter via a Change Request to reflect the recent changes to the team members/structure, schedule, budget, etc.

(Action: S. Fediuk)

Action Item 2

Jelena confirms the recommended concept will be brought back to this committee before finalizing and presenting information to the public. Adam responds that this can be done.

COMPLETE

2. Regular Business

Project Update – City Hall Square Plaza & Civic Esplanade (Stefan Fediuk)

Stefan reviews the project update for the City Hall Square Plaza and Civic Esplanade. The project is in the Phase 1 – Programming and Conceptual Design stage.

The conceptual design consultant for the civic esplanade is working towards updated the plans to incorporate a dedicated ice rink in the footprint of the old city hall site. They expect to have an updated concept design in December for the City's review.

Stefan notes that the goal is to share the updated concept design for the esplanade, including the ice rink location, with the public early in the new year. Once that concept has gone through public consultation, then it will inform the ice rink consultant's detailed design.

Progress to date:

- Final Conceptual Design and Programming by Forrec – Underway - Alteration
- Concept Design for Riverside pedestrian crossing – Underway

Next Steps:

- Refinement of ice rink location and conduct internal review
- Refine Concept plans and prepare graphics
- Public Information Centre at All Saints Church or at City Hall Campus, January 2023

Financial Update (7204004) - City Hall Square Plaza & Civic Esplanade

Stefan reviews the Unaudited Financial Summary Statement (7204004) for the Civic Esplanade project dated November 4, 2022. No concerns were raised.

3. New Business

None at this time.

4. Next Executive Committee Meeting

The next City Hall Square Plaza Executive Committee meeting is **January 11, 2023 via Microsoft Teams.**

Minutes taken by: Sonya Pacheco

Minutes reviewed by: S. Fediuk

CITY HALL SQUARE PLAZA EXECUTIVE COMMITTEE

Minutes

January 11, 2023

Via Microsoft Teams

In Attendance:

Executive

Committee:

Jelena Payne – Co-Sponsor/Co-Chair – Commissioner, Economic Development & Innovation
Ray Mensour – Co-Sponsor/Co-Chair – Commissioner – Community Services
Chris Nepszy – Commissioner, Infrastructure Services
France Isabelle-Tunks – Executive Director of Engineering
Jen Knights – Executive Director of Recreation & Culture
James Chacko – Executive Director, Parks & Facilities
Neil Robertson – Manager of Urban Design
Natasha Gabbana – Senior Manager of Asset Planning

Regrets:

Thom Hunt – Co-Sponsor/Deputy Chair – City Planner

Working

Team:

Stefan Fediuk – Phase 1 Project Manager
Sergio Colucci – Project Administrator
Colleen Middaugh – Manager of Corporate Projects
Josie Gualtieri – Financial Planning Administrator
Stephanie Lalonde – Administrative Support

Regrets:

Michelle Staadegaard – Parks Lead

1. Approval of Minutes/Review Action Items (dated November 10, 2022)

The City Hall Square Plaza Executive Committee approves the minutes of the November 10, 2022 meeting.

Action Item 1

Stefan will update the Project Charter via a Change Request to reflect the recent changes to the team members/structure, schedule, budget, etc.

Stefan reviews the proposed Project Charter changes and will send out to the team for further comments and direction. It will then be re-circulated with updates/clean copy for Executive Committee approval. Jelena asks that this be completed by Friday, January 20.

(Action: S. Fediuk)

2. Study (Stefan Fediuk)

2.1 Project Manager Update

Stefan reviews the project update for the City Hall Square Plaza and Civic Esplanade. The project is in the Phase 1 – Programming and Conceptual Design stage.

The conceptual design consultant for the civic esplanade provided plans to incorporate a dedicated ice rink in the footprint of the old city hall site.

Stefan shared the revised overall civic esplanade concept plan package and drawings, including the proposed Zamboni building location. From an operational standpoint, Jen Knights notes that she has no concerns about the turns/corners for the Zamboni or with how to access the Zamboni. Jelena asks for a dimensioned plan showing an aerial view of the proposed Ice Rink. Stefan will provide this.

(Action: S. Fediuk)

Progress to date:

- Topographical Survey – **Completed for City Hall Square Plaza**
- Engagement Strategy - **Complete**
- Consultation with internal and external Stakeholders - **Complete**
- Online Open Engagement Tool - **Complete**
- Online Survey #1 - **Complete**
- Consultation Report – “What We Heard” - **Complete**
- Benchmarking Study – **Complete**
- Programming Study – **Complete**
- Second Stakeholder Meetings – **Complete**
- Online Engagement – **Complete**
- Refine Location of ICE RINK design and internal review – **Underway**
- Concept Design for Riverside pedestrian crossing – **Underway – Option to be selected**
- Final Conceptual Design by Forrec – **Underway - Alteration**

Next Steps:

- Steering Committee Meeting – target late January / early February 2023,
- Refine Concept and prepare graphics
- PIC at All Saints Church - target late January / early February 2023 (following Steering Committee meeting)
- Present Concept Design to City Council – target February 2023
- Meeting with Ice Rink Consultant (MJMA) and Civic Esplanade Consultant (FORREC)

2.2 Financial Update (7204004)

Stefan reviews the Unaudited Financial Summary Statement (7204004) for the Civic Esplanade project dated January 9, 2023. No concerns were raised.

3. New Business

None at this time.

4. Next Executive Committee Meeting

The next City Hall Square Plaza Executive Committee meeting is **February 8, 2023** via Microsoft Teams.

Minutes taken by: Stephanie Lalonde

Minutes reviewed by: S. Fediuk

CITY HALL SQUARE PLAZA EXECUTIVE COMMITTEE

Minutes

February 8, 2023

Via Microsoft Teams

In Attendance:

Executive

Committee:

Jelena Payne – Co-Sponsor/Co-Chair – Commissioner, Economic Development & Innovation

Ray Mensour – Co-Sponsor/Co-Chair – Commissioner – Community Services

Chris Nepszy – Commissioner, Infrastructure Services

France Isabelle-Tunks – Executive Director of Engineering

Jen Knights – Executive Director of Recreation & Culture

James Chacko – Executive Director, Parks & Facilities

Thom Hunt – Co-Sponsor/Deputy Chair – City Planner

Natasha Gabbana – Senior Manager of Asset Planning

Regrets:

Neil Robertson – Manager of Urban Design

Working

Team:

Stefan Fediuk – Phase 1 Project Manager

Sergio Colucci – Project Administrator

Colleen Middaugh – Manager of Corporate Projects

Michelle Staadegaard – Parks Lead

Josie Gualtieri – Financial Planning Administrator

Stephanie Lalonde – Administrative Support

Regrets:

N/A

1. Approval of Minutes/Review Action Items (dated January 11, 2023)

The City Hall Square Plaza Executive Committee approves the minutes of the January 11, 2023 meeting.

Action Item– Project Charter

Stefan reviews the proposed City Hall Square Plaza & Civic Esplanade Project Charter changes and will send out to the team for further comments and direction. It will then be re-circulated with updates/clean copy for Executive Committee approval. Jelena asks that this be completed by Friday, January 20.

Ongoing - Stefan circulated the draft revised City Hall Square Plaza & Civic Esplanade Project Charter following the January 20 meeting. Jen had some comments which have since been incorporated. The Executive Committee members were asked to forward any additional comments/changes to Stefan, who will update and recirculate for final approval.

(Action: S. Fediuk)

Action Item – Overall Civic Esplanade Concept Plan Package and Drawings

Stefan shares the revised overall civic esplanade concept plan package and drawings, including the proposed Zamboni building location. From an operational standpoint, Jen Knights notes that she has no concerns about the turns/corners for the Zamboni or with how to access the Zamboni. Jelena asks for a dimensioned plan showing an aerial view of the proposed Ice Rink. Stefan will provide this. **COMPLETE**

2. Study (Stefan Fediuk)

2.1 Project Manager Update

Stefan reviews the project update for the City Hall Square Plaza and Civic Esplanade. The project is in the Phase 1 – Programming and Conceptual Design stage.

Progress since the last meeting includes:

- Refine ice rink design and internal review – **Underway**
- Concept Design for Riverside pedestrian crossing – **Underway – Option to be selected by Steering Committee**
- Finalize Conceptual Design by Forrec – **Underway - Alteration**

The conceptual design consultant for the civic esplanade provided plans to incorporate a dedicated ice rink in the footprint of the old city hall site.

The results of the internal review of the dimensioned plan of the recommended rink concept are as follows:

- Should be larger than Charles Clark Square,
- Oval shaped is preferred operationally with a centre island, and,
- Should include option for a water feature at the perimeter

There was some discussion amongst the Committee members on whether the rink would be better orientated north/south or east/west. It was noted that a north/south alignment

directly in front of 350 City Hall would require further archaeological investigation, and may result in conflicts with some of the other proposed conceptual design features. Stefan raised concerns related to wind issues with an east/west orientation particularly as it relates to the water feature and the potential for spraying the windows of City Hall.

Ray requests updated plans depicting the following east/west oriented rink sizes:

1. Same size of Charles Clark Square rink
2. Approximately double the size of Charles Clark Square rink
3. An Olympic/NHL size rink

Stefan will have updated concepts completed.

(Action: S Fediuk)

Next Steps:

- Refine Concept and prepare graphics – ongoing
- Steering Committee Meeting – Target 1st week of March 2023
- PIC/Stakeholder at All Saints Church, Target 1st of 2nd week of March (after Steering Committee)
- Present Concept Plan to City Council for endorsement, Target March 20th

It is noted that the entire concept plan will go to the Steering Committee (and subsequently City Council) with a request to be adopted in Principle, and further that the proposed location/footprint of the first project (the ice rink and supporting facilities – i.e. building for the Zamboni) be approved.

Stefan, with guidance from Jelena, will work with City Clerk's on preparing the Steering Committee agenda package, which will need to be posted on-line in advance of the meeting.

(Action: S Fediuk)

2.2 Financial Update (7204004) - City Hall Square Plaza & Civic Esplanade

Stefan reviews the Unaudited Financial Summary Statement (7204004) and the Project Contingency Budget Report for the City Hall Square & Civic Esplanade project, dated February 1, 2023. No issues or concerns were raised.

3. New Business

None at this time.

4. Next Executive Committee Meeting

The next City Hall Square Plaza Executive Committee meeting is **March 15, 2023** via Microsoft Teams.