

**CITY ACCOMMODATION TASK FORCE
MINUTES**
WEDNESDAY, FEBRUARY 13, 2019
2:30 P.M.
CHARLIE WARD ROOM, BRANTFORD CITY HALL

1. ROLL CALL

PRESENT: Mayor Davis, Councillor Martin, Councillor Wall, Councillor Carpenter, Councillor Utley, Councillor Vanderstelt

Councillor Sless joined meeting at 3:05 p.m.

ABSENT: Councillor Weaver

ALSO PRESENT: D. Lee, C. Brubacher, G. Linschoten, B. Goodger, P. Moore, S. Jackson, J. Quin (Recording Secretary), J. Somfay, IBI Group, S. Bailey, Colliers International, D. Labelle, Colliers International

L. Sordo joined meeting at 3:05 p.m. E. Burke, J. Moore joined the meeting at 3:25 p.m.

2. DECLARATIONS OF CONFLICTS OF INTEREST

3. DELEGATIONS (list, if any, available at meeting)
--

4. ITEMS FOR CONSIDERATION

4.1 Accommodation Task Force - Chair – Vice Chair

The Accommodation Task force shall elect annually from its membership, a member to serve as Chair and Vice Chair for a one year period.

Chair - Councillor Utley nominated by Councillor Carpenter, seconded by Councillor Martin. Councillor Utley elected Chair.

Vice Chair – Councillor Weaver nominated by Councillor Wall, seconded by Councillor Martin. Councillor Weaver elected Vice Chair

Councillor Utley assumed role of the Chair

4.2 2018/2019 Accommodation Project Status Update

Presentation G. Linschoten

G. Linschoten presented status updates on the 70 Dalhousie Street City Hall project recapping the timelines to exit Market Square on or before the current

lease arrangement expires in June, 2022, Initial staff relocation to 70 Dalhousie Street is mid-2020.

Through 2018 and early 2019 the project has focused on completing the design for accommodation and undertaking select demolition in order to provide a more accurate set of drawings for construction bidders.

Staff issued a contractor prequalification Request for Proposal in the fall of 2018, 35 contractors picked up packages, 26 responses were received and 10 contractors were pre-qualified to bid on the project. The construction tender has been issued and closes mid-March.

In January 2019 staff issued a systems furniture tender using a Provincial Vendor of Record furniture procurement document; 3 manufacturers were invited to bid. The project budget for furniture is \$1.6M, Hayworth submitted a bid valued at \$1.1M. Hayworth is sold and distributed locally by McGowan; the approximate cost per work station is \$2,500.

Current floor plans were presented highlighting key design features, particularly public space and counter services.

Mayor Davis inquiry about proposed Council Chambers set up requesting space for one clerks' position be accommodated beside the Mayor's Chair, particularly with the role of chair rotating. G. Linschoten advised this can be accommodated. G. Linschoten noted the finishes for the council Chambers is a mix of wood finishes, modern natural materials and acoustic panels. The main floor Customer Service face and Concierge space will be occupied by staff; security is located behind the concierge counter. Existing wall panels, flooring materials in the main lobby are to be reused, marble walls repurposed and replica period lighting fixtures installed (LED). The Second floor counter will co-locate Building, Planning and Engineering services to improve efficiency in a secure environment. The 2nd floor Town Hall lunch room fitted with appropriate technologies will also serve as collaborative space throughout the day. The 3rd floor will be occupied by the Call Centre, Communications, CAO and Council work areas and Mayor's office.

G. Linschoten discussed staff's outreach programs including creating a collaborative core design team and utilizing the website to create My City Hall site and an Ask Darryl communicative for staff to inquire about the project and accommodations. Mayor Davis asked about the use of technology and the location of I.T. Services Servers. G. Linschoten noted the server location is quite secure making good use of space not otherwise useful for staff. The space is separate from I.T. training and customer service areas.

Mayor Davis inquired about space efficiency considerations and the capacity for growth. G. Linschoten advised there is growth space built into the design; many of the collaborative spaces and meeting space can be converted in the flexible floor plan. The site currently has about 20% growth capacity.

Councillor Vanderstelt inquired about the location of the main entrance vestibules, a code requirement, security and the ability for those working in customer services working in an open office on the 3rd floor. G. Linschoten noted that the vestibules serve to manage temperature in the lobby in inclement weather, that security will have access to technology to monitor the building and property and that staff access is controlled by card access. Customer service will be working in a similar open environment that they currently work in but will also have the advantage of better technologies and access to window views to observe outside weather conditions. Councillor Carpenter inquired about the ceiling height in the Council Chamber. G. Linschoten stated the height will be the maximum possible. Councillor Carpenter asked if the roof top terrace was still in the plans. G. Linschoten noted the current budget does not accommodate construction of the roof top terrace at this time but the design does allow for the roof top terrace to be added at a later date if approved.

Mayor Davies asked if there would be acoustical treatments in place to limit noise levels between the Mayor's office and the adjoining meeting room. G. Linschoten advised this will be noted in the design.

Mayor Davies Inquired about the style of furniture proposed for the lounge in the Mayor's and Council area on the 3rd floor and whether an access from the Mayor's area to the Council work area can be considered. G. Linschoten advised this will be addressed with the architect.

G. Linschoten provided a recap of the budget; \$23.9M including \$5.85M purchase of the property, this equates to \$232 per square foot.

G. Linschoten presented highlights of the newly constructed Environmental Services building at 324 Grand River Avenue and offered an invited for the Task Force to visit the building. The construction of the 32,000 square feet facility is primarily rate supported with a budget of \$15.7M, actual cost is closer to \$13M or \$400 per square foot. The facility features open concept and collaborative workspace and technological features similar to what is proposed for the New City Hall.

G. Linschoten provided an update on the status of redeveloping 100 Wellington Square noting conceptual costs from pre engineering work as well developing an accommodation layout to fit Social Services staff and programming has been challenging. Design options are being shared with Jo Atanas and her team; plans are still being developed at this time. Current budget for this project is \$9.6M which

equates to \$225 per square foot. Many of the mechanical and electrical systems in the building are at or near end of life.

G. Linschoten provided an update on the Yards Administration Master Plan which is looking at 400 Grand River Ave, 1 Sherwood Drive and 10 Earl Avenue. Facilities at Sherwood Drive and Earl Avenue are near end of life and are not well fitted for today's functions. The Master Plan is looking at the opportunity to consolidate, services and adjacencies and the impact of growth and the recent boundary adjustment is having on those services. Information on the Master Plan update when received will be presented to the Accommodation Task Force though no date has been set yet.

G. Linschoten referenced agenda items for consideration at a future Accommodation Task Force meeting; room naming for the New City Hall; whether the Task Force wants to maintain or replace current City Hall room names, a location for flag raising ceremonies, the relocation of the current wall of recognition and a staff and public parking strategy for the New City Hall.

Councillor Utley inquired if the \$1.1M furniture budget includes a value for the sale of existing furniture. G. Linschoten advised the budget did not but advised staff intend to repurpose some of the existing furniture.

Councillor Vanderstelt inquired if the size of the New City Hall can be expanded. G. Linschoten stated this has not been considered at this point but can be investigated.

Councillor Utley requested should there be any significant change to the design that the Accommodation Task force be informed. G. Linschoten advised yes any significant change to the design would be brought back to the Accommodation Task Force for consideration.

4.3 Northridge Golf Clubhouse Project Status Update

Presentation S. Jackson

S. Jackson introduced S. Bailey and D. Labelle from Colliers International, Project Managers and J. Somfay, Architect from IBI Group.

S. Bailey provided a brief history of the project including the current status of the design and a high level overview of a project public information session held on January 14th focusing on comments received and design changes proposed based on comments received. The project budget is \$3.55M, \$300K of which is designated to renovations to Arrowdale Golf Club. The Northridge projects include a proposed new parking lot; plans to maintain current clubhouse operations while the new facility is constructed, and then demolish the current clubhouse.

The new clubhouse design includes a main hall bistro with a capacity of 150, the hall is divisible into three sections to accommodate smaller venues, a kitchen, unisex washrooms, storage space, locker areas, showers, office space, a covered patio and outdoor terrace.

S. Bailey referenced the key areas of concern presented at the Public Information Session; Clubhouse location – Patrons felt the distance between the new club house and the tees and the availability to see the putting green was an issue, their preferences was to have increased views of the course and key greens.

There was also a preference to have the course side wall predominantly glass as opposed to a predominantly solid wall. Patrons felt the lounge concept for weddings was good but felt the design would have too much impact on golfers citing a lack of separation between the two venues. Preference was to have direct outside access to the locker rooms and washrooms. Current users felt the showers are not used and would prefer to have additional washrooms and change stalls. Some felt the female locker room is too small.

S. Bailey advised the Architect is working on a revised plan at this time with the following changes; Relocate the club house to the east side of the existing club house – closer to the tees providing better views of the 9th green, this also opens up more space for parking and allows for a roundabout and drop off area and provides for improved accessible parking spaces. A redesign of the washrooms is still being developed where they will be closer to the building access door. Lounge changes to provide better separation is still being worked on but to accommodate this will extend the project budget.

Profile views of the building were presented. Timelines to complete the design phase is spring 2019 followed by tendering in the summer awarding in early fall. The intent is to have the foundation and structure closed in before winter with interior work completed for spring 2020 season.

Councillor Carpenter is of the opinion golf and weddings patrons should be separated and felt the wedding space should also have access to a balcony to take advantage of the views.

Councillor Carpenter questioned if parking use for weddings would be separate from golf asking if there was a way to coordinate parking for venues.

Councillor Wall stated he was encouraged with the plan for universal washrooms and asked if the roof is designed to accommodate solar roof panels. J. Somfay advised this could be considered in the design.

Councillor Vanderstelt asked if there was room in the budget to design for solar applications and if the plan has considered growth for unmet needs. S. Jackson indicated with respect to the design they did look at a second bistro area to separate wedding patrons from golf patrons as well as other design features to provide separate accommodations for each group. S. Jackson recognizes the design is not ideal, that they would prefer to have additional space and include some of the mentioned design features but were working within the \$3M budget and noted the original budget request was for \$5M.

Councillor Sless asked if redesigning the site to locate the new clubhouse east of the existing clubhouse adds cost to the project. S. Jackson advised no numbers were available yet on the amended design but did note in the redesign the putting green would have to be relocated but the ground on that site is level compared to the location referenced in the earlier design.

Councillor Sless asked if the \$2.8M Northridge Clubhouse budget included restoration of the parking lot, S. Jackson advised yes.

Councillor Utley noted there was more questions to be asked and requested another meeting be scheduled to review the project.

Moved By: Councillor Martin
Seconded By: Councillor Wall

THAT the presentations be received as information

Carried

4.4 Project Next Steps

An Accommodation Task Force meeting will be scheduled to seek direction on room naming for the New City Hall; whether the Accommodation Task Force wishes to maintain or replace current City Hall room names, to determine a location for flag raising ceremonies, to seek direction on relocating the current wall of recognition and to review a parking strategy for the New City Hall. An update on the Yards Administration Master Plan update will be presented to the Accommodation Task Force.

5. CONSENT ITEMS

5.1 Minutes

Moved By: Councillor Martin
Seconded By: Councillor Vanderstelt

THAT the following Minutes BE ADOPTED:

5.1.1 City Accommodation Task Force – May 29, 2018

Carried

6. RESOLUTIONS

7. NOTICES OF MOTION

8. NEXT MEETING

At the call of the Chair

9. ADJOURNMENT

The meeting was adjourned at 3:58 pm

Councillor John Utley
Chair,
City Accommodation Task Force

Jim Quin, Recording Secretary
Facilities Management, City of Brantford