

**CITY ACCOMMODATION TASK FORCE**  
**AGENDA**  
OCTOBER 22, 2019  
4:00 P.M.  
CAUCUS ROOM, BRANTFORD CITY HALL

<b>1. ROLL CALL</b>
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PRESENT: Councillor Martin, Councillor Weaver, Councillor Utley, Councillor Sless, Councillor Vanderstelt (4:05), Councillor Carpenter (4:05), Councillor Wall (4:13), Councillor Antoski (4:23), Councillor McCreary (4:26)

ALSO PRESENT: G. Linschoten, K. Stoffelsen (Recording Secretary), J. Quin, L Sordo, Ron Gasparetto, Maria Visocchi, Russ Loukes, Brian Hutchings (4:14)

<b>2. DECLARATIONS OF CONFLICTS OF INTEREST</b>
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<b>3. DELEGATIONS (list, if any, available at the meeting)</b>
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<b>4. ITEMS FOR CONSIDERATION</b>
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**4.1 Accommodation Task Force Project Update – Staff Presentation – G. Linschoten/L. Sordo**

G. Linschoten provided an update on the overall Accommodations Strategy Project timelines, noting that the relocation of staff to 70 Dalhousie is estimated for early 2021 and that the relocation for staff to 100 Wellington could not occur until the lease with Laurier expires December 31, 2024.

G. Linschoten ran through the Project's reporting structure and stakeholder engagement identifying the New Executive Steering Committee had been established, consisting of the City's Executive Leadership Team and representatives from the Accommodations Projects and the Organizational Change Management Team.

G. Linschoten presented a current construction timeline for the new City Hall, and that at this time the work is within schedule, however some unforeseen existing site condition issues have been identified that require further engineering and design considerations and have the potential to delay the schedule. The project team is monitoring the budget and scrutinizing each claim for extras closely. At this time the project within budget. L. Sordo provided further explanation for the cash allowances in the budget and their current status, at this time less than half the \$2.4M had been committed. Items like furniture, technology, sound masking, hardware and signage needed to be finalized.

Councillor Sless inquired if the project team was confident in the funding to date. G. Linschoten noted that we are hopeful, but we cannot be confident since this is a renovation of a Heritage building and we have already encountered a few unforeseen issues.

Councillor Vanderstelt inquired if the project considered grey water recycling in the building. G. Linschoten identified that the project did not consider it as it was outside of the scope of work and would require additional funding.

L. Sordo identified that there are several small change orders that are a result of existing site conditions that have been approved but there were larger issues under review that were at risk of affecting the schedule and/or the budget including: lead paint abatement, 3<sup>rd</sup> floor structural slab concerns, 3<sup>rd</sup> floor existing structural wall concerns, 1<sup>st</sup> floor mezzanine structural slab concerns and the rear parking/loading dock area soil concerns.

Councillor Sless inquired if the \$80,000 cash allowance for signage was for the inside or outside of the building. L. Sordo confirmed that the amount is for both inside and outside, however the intent is to reuse some of the existing signage from the current City Hall as it blends well with the Heritage of the new building.

Councillor Weaver asked where flag raising will take place, and if there is any budget for it to moved to 70 Dalhousie Street, and also if there is budget for lighting. G. Linschoten indicated that flag raising ceremonies would take place at Harmony Square to encourage public attendance. LED lighting would be good to be included in the project with the ability to program colours. A lighting policy would be required. L. Sordo noted that the Heritage Committee would have to be consulted prior to lighting being added.

Some existing furniture and fittings including shelving, racking, and office chairs will be relocated to the new City Hall. Councillor Vanderstelt asked if existing furniture will be brought over from Social Services. L. Sordo stated that the furniture may not be suitable to reuse at the new City Hall.

L. Sordo indicated that if cash allowances are exceeded, contingency funds can be used to cover the additional costs.

Councillor Sless asked if there is anything not being done due to budgetary reasons. G. Linschoten stated that the third floor terrace and Building façade and clock tower repairs are not moving forward at this time.

The third floor of new City Hall has been redesigned to allow the Mayor and CAO offices to be closer to one another.

G. Linschoten discussed that the Architect for the new City Hall acts as a go-between with the contractor and City Staff. Risks are being assessed as the construction progresses; an example of this is the presence of lead paint. The Contractor found that the existing walls on the third floor were originally

constructed with clay speed tile and does not have any structural integrity. This was not known until the ceilings were removed for replacement by the contractor. Additionally, there are concerns with the soil in the rear parking lot, at this point it is not clear if it will have a large impact or not.

Concrete on the third floor has structural issues and has begun to crumble. Core testing in some areas had been done during design but the structural issues were not identified until the subfloor was revealed in construction. The Consultant team has identified that the floor requires reinforcing, however at this time the cost and timing for this work is unknown. Councillor Sless noted that a company had checked the third floor and said it was fine. G. Linschoten noted that a consultant did complete some coring and compaction testing and design was completed based on the results, but it is not clear if the results were enough to have known the existing condition. The City's Legal department is being consulted on the matter but the issue is still too new to confirm any responsibility. B. Hutchings identified that the project team would report back when the issue has been fully examined.

Councillor McCreary inquired if the contractor on site was the administrator, or if we have a third party to look after our interest. G. Linschoten identified that the Prime Consultant is the contract administrator and that the City has two dedicated project management staff monitoring the overall project.

G. Linschoten provided further update on the design and relocation of the Health and Human Services (H&HS) commission expected to relocate to 100 Wellington, identifying that there could be new opportunities to consider. City staff met with Laurier in July 2019, and they asked if we would consider staying at 220 Colborne Street at a longer lease for up to 30 year term. However, staff have not pursued that conversation further at this time.

G. Linschoten identified that if the Police new build is approved in 2021 it could become a potential new site for H&HS. Staff will set up a steering committee to see what the options are for the building.

G. Linschoten identified that the option of staying at 220 Colborne Street could be the lowest cost option over the 35 years. B. Hutchings noted that this does not factor in if the City was to sell 100 Wellington and there has been interest from the courts.

Councillor Martin inquired if staff have discussed a lower rental rate with Laurier. B. Hutchings advised that the Executive Steering Committee would like to approach Laurier to explore what options there are.

Councillor Martin inquired about what would happen to 100 Wellington if H&HS remained at 220 Colborne. G. Linschoten identified that the building could be divested of or surplus.

Councillor Carpenter raised concerns that the public will question why the City didn't just stay at 100 Wellington. G. Linschoten noted that when we looked at the overall strategy in 2014, it was the most cost effective solution at the time however, construction costs have increased considerably since that time, and

staying at 220 Colborne was not an option that was available at the time. Councillor Sless noted that he had preferred the options approved as they were they presented the most cost savings. G. Linschoten noted that the intent is to ensure it still is the lowest cost savings of all current available options and that staff would return to present the most savings once a thorough review is completed.

**Motion: Councillor Utley**

**Seconded: Councillor Weaver:**

That Staff be DIRECTED to explore leasing options at a reduced rate with Laurier.

CARRIED

Councillor Weaver requested that when staff are looking at capital projections that contingencies be included.

Councillor Carpenter questioned if staff are looking at cost sharing with province. G. Linschoten identified that cost sharing with province can be explored and how that reduces the cost to the tax payers.

## **4.2 Staff Report Room and Public Space Naming – 70 Dalhousie**

### **Recommendations**

G. Linschoten identified that staff are recommending to carry over the tradition and function of the two existing named spaces at 100 Wellington, which were named through a resolution of City Council in early 80s, which include the Max Sherman Foyer and the Charlie Ward Room to be relocated to the new City Hall at 70 Dalhousie Street. Staff are also recommending that the Communications department lead an engagement with staff and the public to name other rooms in the building.

Councillor Sless expressed concern that we would have no future room naming opportunities if we named all the space. G. Linschoten noted that 5 or 6 rooms could be left unnamed.

Councillor Carpenter inquired about the requirement to name rooms. G. Linschoten identified that staff felt it would be a good opportunity to include the Public in the development of the new City Hall and improve engagement.

Councillor Martin inquired if the Max Sherman and Charlie Ward names will come off the rooms at the current location 100 Wellington. G. Linschoten advised that the names would come down and any new rooms could be dedicated or named in the future. Councillor Antoski expressed that the naming should come after someone. M. Visocchi suggested that themes or

attributes of the city could be used, something that involves public and historical content.

Councillor Carpenter suggested that Item D be separated from the recommendations, and stated his preference to reserve rooms to be named in the future.

Councillor Utley decided that more discussion around Item D is required. G. Linschoten advised that deferring this item will not slow the project down, staff can give it more consideration.

**Moved: Councillor Martin**

**Seconded: Councillor Weaver**

- A. That Accommodation Task Force Report "Room and Public Space Naming – New City Hall at 70 Dalhousie Street", BE RECEIVED; and
- B. That Council AUTHORIZE that the following room and public space naming currently in place at City Hall (100 Wellington Square) CARRY FORWARD to the new City Hall (70 Dalhousie Street) upon opening:
  - a. the foyer that runs from the main entrance to the Council Chambers, which also includes the Wall of Recognition, to be named the Max Sherman Foyer; and
  - b. the large Committee Room adjacent to the Council Chambers to be named the Charlie Ward Room;
- C. THAT the Sherman and Ward families BE INVITED to participate in an official rededication ceremony to be scheduled following the opening of the new City Hall; and

Moved By: Councillor Martin

Seconded By: Councillor Weaver

- D. THAT a meeting room naming campaign for public facing meeting room spaces at the new City Hall BE DEFERRED and brought to a future Accommodation Task Force Meeting.

Moved By: Councillor Martin

Seconded By: Councillor Vanderstelt

CARRIED

## **5. CONSENT ITEMS**

### **5.1 Minutes**

Moved By: Councillor Martin

Seconded By: Councillor Weaver

THAT the following Minutes be ADOPTED

5.1.1 City Accommodation Task Force Minutes – MARCH 26, 2019

CARRIED

**6. RESOLUTIONS**

**7. NOTICES OF MOTION**

**8. NEXT MEETING**

**8.1 Date of next meeting is at the call of the Chair**

**9. ADJOURNMENT**

The meeting was adjourned at 4:59pm

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Councillor Utley  
Chair, City Accommodation Task Force

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Kim Stoffelsen, Recording Secretary  
Facilities Management